



CITY OF WEBSTER CITY JOB BAND DESCRIPTION

POSITION: Police Chief

JOB – BAND CLASSIFICATION: Public Safety

Definition: Plans, organizes and directs law enforcement and crime prevention activities of the Webster City Police.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- * Supervises, plans and organizes functions of operational and support divisions.
- * Administers department budget and assists in the preparation of annual budget.
- * Conducts meetings with department personnel and committees.
- * Administers city and contractual human resource policies and practices.
- * Maintain confidentiality of work-related issues and City information.
- * Generates directives and communications to city departments and agencies.
- * Confers with city administration on department issues and strategies.
- * Ensures all ordinances and laws are properly discharged.
- * Participates in administration of drug task force.
- * Participates in leadership of county emergency communication services.
- * Develops and generates funding mechanisms, including grants.
- * Engages in citizen contact and public speaking.
- * Provides for special police assistance services.
- * Required to report to assigned worksite as scheduled.
- * Performs other duties of a similar nature or level as assigned.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised:

Exercises supervision of the entire police department, its employees, and their functions.

Required Competencies:

Includes, but is not limited to, the following:

Customer Service: Imparts customer service orientation to department staff, facilitates service enhancement programs, and responds to customer complaints.

Cooperation: Cooperates with the entire city entity, outside agencies, and the general public.

Organizational Skills: Forms employee committees, establishes organizational structure, directs resources, and prioritizes tasks and goals.

Decision Making Skills: Formulate major policies that will affect present and future decisions.

Research Skills: Utilizes government, educational and web-based research information resources to assist in decision-making, criminal code elements and requirements.

Communications Skills: Effective oral, written, and other forms of communication.

Confidentiality: Information processed by the police department is considered extremely sensitive and must be kept confidential.

Education, Experience & Technical Skills Required:

Education or experience equivalent to a bachelor's degree from an accredited college or university within the area of law enforcement or related field. Must have a minimum of 5 years of supervisory or management role within law enforcement. Must possess and maintain a current Iowa Drivers License. Must be a certified peace officer.

Clerical Skills: Ability to use computers, fax machines, and typewriters, and understand and maintain filing systems.

Accounting Skills: Maintain the control of resources by computer applications.

Physical and Environmental Requirements:

Ability to complete the Iowa Law Enforcement Academy physical agility exam. Ability to stand, sit, or walk for periods of 4 ½ hours. Ability to work outside in extreme weather conditions. Ability to lift, move, or restrain heavy objects or persons in the course of rescue activities. Ability to give chase on foot in the course of law enforcement/criminal apprehension activities. Visual ability sufficient to operate a police vehicle by day and night, to observe traffic violations, to read and write reports, correspondence and instructions. Hearing ability sufficient to understand radio transmissions, and conversations with other individuals both in person and over a phone. Speaking ability sufficient to communicate effectively with other individuals in person, over a telephone and radio.

FLSA/Wage Hour Status: Exempt