

JOB DESCRIPTION
CITY OF JACKSONVILLE, ALABAMA

POLICE DEPARTMENT

ASSISTANT CHIEF OF POLICE

RANGE: 25

CODE: 801

Non-Exempt

The City of Jacksonville is an Equal Opportunity Employer

JOB DEFINITION

Assist the chief of police in the management of the police department by administering the functions and activities of a major unit and/or group of varied and complex units. Work is performed under the direction of the chief of police.

ESSENTIAL FUNCTIONS

All duties listed may not be found in each position, nor does the list include all tasks, which may be assigned to positions in this class.

- Plans, programs, directs and evaluates the operation of assigned areas of responsibility in the police department; assist the chief of police in the development of departmental policies and procedures.
- Participates in the development of annual budgets and supporting justification; establishes and maintains controls over expenditures; provides for proper use of assigned equipment and facilities.
- Directs the development of staffing plans; studies various reports to determine trends; and makes recommendations for improvements in organization and operating procedures.
- Participates in personnel selection, evaluation, promotion and discipline of sworn and civilian personnel.
- Develops and maintains morale, loyalty and esprit de corps.
- Directs the presentation and maintenance of records relating to assigned operations; reviews and evaluates reports of activities; takes necessary corrective action to improve operations; directs investigations associated with command; directs and coordinates activities with other units of government and law enforcement agencies.
- Attends law enforcement or community-service related meetings and conferences; engages in continuing programs of self-improvement, keeping abreast of changing technology, social needs and professional developments.
- Acts as chief of police when so designated.
- A person with a disability that is covered by the Americans with Disabilities Act (ADA) must be able to perform the essential functions of the job unaided or with the assistance of reasonable accommodations
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of police administration methods, practices and techniques.
- Knowledge of applicable federal, state and local laws, ordinances and court decisions.
- Knowledge of departmental rules and regulations.
- Knowledge of the functions and objectives of other federal, state and local enforcement agencies

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

- Ability to analyze complex police programs and to administer a complex diversified law enforcement program.
- Ability to plan, organize and direct the work of subordinates and to advise, instruct, train and evaluate personnel.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish effective working relationships with the public, news media and others contacted in the course of work.

QUALIFICATIONS

- High School Diploma or equivalent.
- Progressive supervisory experience in Law Enforcement.
- A minimum of ten (10) years municipal law enforcement experience and minimum of four (4) years as a Police Sergeant or comparable rank.
- Formal training in police administration and modern methods of crime detection.
- The applicant shall meet the minimum standards established by Alabama State Law for law enforcement officers.
- Must possess a valid driver's license and a driving record suitable for insurability.
- Have sufficient strength, vision, stamina and agility to perform all duties on a regular basis without assistance.
- Ability to pass a background investigation.