

# Executive Chief



## General Summary of Classification:

Performs a wide variety of highly responsible, and often highly visible, duties and management practices in support of the Police Department and Chief of Police; serves as liaison for designated Police administration and officials with the public, legislators, regulatory agencies, regional partners, etc. as assigned; monitors or manages special Police Department projects and assignments in pursuit of the enforcement of laws and ordinances, the prevention of crime and the protection of life and property; Oversees and supervises key Police leadership personnel; performs other duties as assigned.

## Examples of Primary Tasks, Duties and Responsibilities (TDR):

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Serves as Chief of Staff for the Police Department by partnering with the Chief of Police, Deputy Chiefs, and County leadership to handle a wide variety of projects, research, and other assignments, related to the County's law enforcement operations;
- Serves as the primary advisor to the Chief of Police in matters of policy, training, selection of equipment, and personnel selection and assignment, promotion, and senior cadre leadership development;
- Provides oversight, guidance, and support to Deputy Chief reviews of officer activities, reports, and disciplinary measures;
- Oversees the formulation and enforcement of developed rules, regulations, work methods and procedures;
- Maintains an extensive working knowledge of the Police operations, local peer personnel, partner agency heads, key officials, other public officials with oversight responsibilities impacting law enforcement interests and operations;
- Handles special law enforcement projects and assignments, which may include handling or directing research and special studies and preparing reports with findings, impact assessments and recommendations to the Chief of Police;
- Compiles and analyzes sensitive data and documents to assess their significance to law enforcement objectives;
- Assists with or directs the preparation of reports for the Chief of Police, County Manager, Board of Supervisors, National Safety Council, peer State and local law enforcement entities, and Federal Bureau of Investigation;
- Acts as the Department's representative to or liaison with the news media and civic or business groups as directed by the Chief;
- Assists with the development and review of the Department's budget, projections, and fund expenditures;
- Attends State and national police conventions, meetings, conferences, training and work sessions;
- Performs other duties as assigned.

## Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Extensive knowledge of applicable law enforcement standards, principles, and practices; extensive knowledge of the federal, state, and local policies, codes, laws, and regulations governing Police operations; sound working knowledge and understanding of all Department operations, programs, and services; excellent leadership, management, & organization skills; ability to research complex issues and identify viable solutions; ability to synthesize data, consider and weigh relevant factors to make accurate determinations, decisions, and recommendations; politically savvy.
- **Technical:** Sound computer skills to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains sound working relationships with an array of relevant internal and external stakeholders; ability to communicate and interact professionally with diverse audiences of law enforcement officials and the public; sound public speaking skills and ability to prepare and give effective presentations.
- **Decision-making and Authority:** Manages key departmental leaders and serves as SME to Chief of Police, assigned staff, department staff, and an array of internal and external relevant stakeholders; ensures ongoing compliance with applicable policies, procedures, programmatic, or funding source requirements as well as applicable regulatory mandates.
- **Leadership:** Supervisory. Supervises and directs personnel development of Deputy Chiefs; primary responsibility is the day-to-day SME support to Chief of Police and tasked operational support efforts.
- **Environment:** Typically works in an office setting; extensive knowledge of County geography to support field operations; may be required to work in a wide array of indoor and outdoor locations and weather conditions based on operational need.
- **Physical:** Visual and hearing acuity sufficient to engage in effective supervision, interactions and collaborations. Physical ability sufficient to perform assigned duties in a wide array of duty-related settings, locations and conditions as needed.

## Minimum Education and Experience may vary based on assigned department and operational need:

**Education:** Four (4) year degree in law enforcement or other relevant field;

**Experience:** Ten (10) years of police experience, including three (3) years in a supervisory position of Police Captain or above;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

## Other Requirements (License, Certifications, Training, etc.) will vary based on assigned department and operational need:

- Valid driver's license to perform assigned duties at various locations.
- May be required to travel, work a flexible or on-call schedule, or be designated as essential personnel.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of all required NIMS courses.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.