

**Title:** Assistant Police Chief Administrative Services  
**PG:** PB4  
**Status:** Non-Civil Service  
**Position Reports to:** Chief of Police  
**Department:** Police Department

**Class Code:** 1076  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is a highly responsible administrative and managerial position concerned with planning and directing the activities of one of the bureaus of the Police Department. Work is performed in accordance with established policies and procedures. An employee in this classification has considerable latitude in the exercise of individual initiative in the performance of duties and responsibilities. Assistance is provided to the Police Chief in planning and directing the activities of the Police Department, and in coordinating these efforts with those of other law enforcement agencies. Duties are performed under general supervision of the Police Chief.

### **ESSENTIAL FUNCTIONS:**

1. Plans, directs and oversees the operation of the Administrative Services Bureau of the Police Department. Ensures that optimum efficiency and effectiveness are obtained.
2. Assists the Police Chief in varied administrative, planning or coordinating functions; prepares annual operational budget for the Police Department; receives and carries out special assignments.
3. Directs and supervises a highly technical staff in the areas of planning, developing, designing, installing and managing various information systems for the Police Department.
4. Coordinates the development of financial and operating plans, and performance standards for the Police Department.
5. Effects changes in organizational and operational procedures to obtain desired results.
6. Confers with commanding officers to transmit departmental directives and objectives; effects authorized procedural changes; provides advice or assistance with difficult or unusual problems.
7. Studies crimes and other reports to determine trends.

### **ADDITIONAL RESPONSIBILITIES:**

1. Supervises employees responsible for providing administrative support to the Police Department including financial, statistical, and technical.
2. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Extensive knowledge of modern principles and practices of police administration and police operations.
2. Knowledge of federal, state, and local laws and ordinances, and court rulings that govern and affect police operations and practices.
3. Thorough knowledge of the principles of management, including functions concerned with personnel, public finance and budgeting, and of administrative and supervisory practices and methods.
4. Skill in dealing with problems concerning public relations and the ability to foster public confidence and interest in the work of the department.
5. Knowledge of building management and maintenance.
6. Theoretical and practical knowledge of information technology.
7. Ability to plan, organize and effectively direct the operations of a bureau of the Police Department.
8. Ability and willingness to effectively speak before public groups on topics related to the Department and law enforcement.
9. Ability to understand and carry out oral and written instructions.

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10. Ability to prepare clear and comprehensive reports and letters on various police related topics and technical subjects of some complexity.
11. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public, and to provide leadership to contribute to a working environment that will instill employee pride, morale and commitment to service excellence.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING AND EXPERIENCE):**

1. Bachelors Degree from an accredited college/university.
2. Six (6) years of progressively responsible police management experience with at least two years of information technology management.
3. An equivalent combination of directly related education and experience may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid state of Florida driver's license.
2. Must possess and maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.