



Town of Oro Valley Classification Description

Title: **DEPUTY POLICE CHIEF**
Job Code: 2715
FLSA Status: Exempt

Department: Police
Salary Grade: 129

POSITION SUMMARY:

Under administrative direction and discretion of the Chief of Police, oversees, manages, supervises, coordinates and administers all aspects and operations of law enforcement services for the Town of Oro Valley.

ESSENTIAL JOB FUNCTIONS:

Under direction and at the discretion of the Chief of Police;

- A. Plans, organizes, controls, staffs and directs the activities and functions of the Police Department.
- B. Provides leadership to accomplish the plans, mission, goals and objectives as defined in collaboration with the community, Town Administration and Council, elected officials and subordinate staff.
- C. Establishes protection of life and property through law enforcement, crime control, prevention measures, traffic enforcement, recovery of property and apprehension of offenders.
- D. Controls duties in a manner consistent with Department policy and legal guidelines to protect the interest of the public.
- E. Interacts with and responds to inquiries from the community and organizations and addresses community and employee concerns.
- F. Provides training and resources to personnel, designs and/or oversees development of performance measures, deliverables and related strategic planning efforts and incorporates strategic planning into the budget process.
- G. Represents the Town and Police Department at functions requiring executive decision making/representation.
- H. Manages the development, presentation and monitoring of grant funded projects.
- I. Oversees budget development, preparation and presentation.
- J. Monitors budget allocations and reviews and recommends approval of budget expenditures and purchases.
- K. Reviews trends and practices in law enforcement and criminal justice.
- L. Serves as a resource and liaison between the Town Police Department and external local, state and national agencies, entities and/or individuals.
- M. Provides advice and counsel to Town Administration and Council on law enforcement issues.

- N. Drafts, composes, reviews, edits and/or revises a variety of written documents, summaries and reports.
- O. Oversees and manages assigned staff and personnel.
- P. Identifies and implements new employee and on-going staff training programs.
- Q. Coordinates, prioritizes and assigns tasks and projects.
- R. Tracks and reviews work progress and process.
- S. Evaluates work performance and/or recommends and implements disciplinary actions.
- T. Attends meetings and presentations for internal and external audiences.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders and case law governing municipal law enforcement.
- Knowledge of Town and Department policies and procedures.
- Knowledge of management and/or supervision principles.
- Knowledge of the legislative process and legal terminology.
- Knowledge of modern law enforcement trends and practices.
- Skill in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Current rank of Lieutenant with the Oro Valley Police Department.
- Ten (10) years' experience in law enforcement including five (5) years at a managerial level; **OR** an equivalent combination of education and experience.
- Must possess at the time of application and maintain an AZPOST Peace Officer certification, ACJIS Terminal Operator certification, and an Arizona driver's license.
- Must have successfully completed or complete background investigation.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor and outdoor environment.