



Town of Oro Valley Classification Description

Title: **POLICE CHIEF**
Job Code: 2710
FLSA Status: Exempt

Department: Police
Salary Grade: 131

POSITION SUMMARY:

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

ESSENTIAL JOB FUNCTIONS:

- A. Plans, organizes, controls, staffs and directs the activities and functions of the Police Department.
- B. Communicates a vision and provides leadership to accomplish the plans, mission, goals and objectives as defined in collaboration with the community, Town Administration and Council.
- C. Establishes protection of life and property through law enforcement, crime control, prevention measures, traffic enforcement, recovery of property, and apprehension of offenders.
- D. Meets regularly with staff to discuss and resolve workload and technical issues; monitors operations to identify and resolve problems.
- E. Interacts with and responds to inquiries from the community and organizations and addresses community and employee concerns.
- F. Oversees budget development, allocations, preparation and presentation; including control of departmental appropriations, budget expenditures and purchases.
- G. Directs and participates in police training programs; identifies and deploys new employee and on-going staff training programs.
- H. Prepares and presents speeches, written and verbal reports for internal and external audiences.
- I. Reviews trends and practices in law enforcement and criminal justice, implementing operational and policy improvements as needed.
- J. Serves as a resource and liaison between the Town Police Department and external local, state and federal agencies, or entities.
- K. Evaluates work performance, coaches, mentors, and/or imposes disciplinary action.
- L. Maintains the integrity, professionalism, positive attitude, values and intentions of the Police Department by assuring that rules and regulations are followed.
- M. Attends meetings and presentations for internal and external audiences.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, and procedures of police science and modern police administration, organization, and operation.
- Municipal, state, and Federal statutes, ordinances/codes, and case law governing municipal law enforcement.
- Management and supervisory principles.
- Modern law enforcement trends and practices.

Skill and Ability to:

- Plan, organize, and direct the work of employees performing varied operations connected with police activities and develop proper training and instructional procedures for those employees.
- Establish and maintain cooperative working relationships with Town officials, employees, other law enforcement agencies, board, commissions, and the general public.
- Assess and prioritize multiple tasks, projects and demands; analyze, identify and implement solutions to complex problems.

MINIMUM QUALIFICATIONS:

- A Master's degree in Law, Criminal Justice, Public Administration or related field.
- 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.