



Town of Oro Valley Classification Description

Title: **POLICE COMMANDER**
Job Code: 2720
FLSA Status: Exempt

Department: Police
Salary Grade: 128

POSITION SUMMARY:

Under general supervision, supervises and administers the functions within a Division of the Police Department responsible to the citizens for the protection of life and property and maintaining law and order.

ESSENTIAL JOB FUNCTIONS:

- A. Supervises and administers the functions within a Division of the Police Department responsible to the citizens for the protection of life and property and maintaining law and order.
- B. Oversees and participates in the enforcement of Federal, state and local laws and implements and enforces Department policies and procedures.
- C. Assists in strategic and long range planning for the Police Department.
- D. Coordinates the operation and management of related technologies to maximize interoperability of related Police components.
- E. Evaluates and recommends equipment purchases, upgrades and replacements in all areas of the Police Department.
- F. Attends meetings to review calls, cases, complaints, philosophies, directives and service efforts and to coordinate local, regional and national law enforcement strategies, activities and initiatives.
- G. Oversees, prepares, reviews, critiques and forwards various reports, requisitions and paperwork and drafts, composes and revises a variety of written documents and summaries.
- H. Maintains and develops procedures for processing paperwork.
- I. Evaluates and monitors staff strengths, weaknesses and interests to assist in career development for employees.
- J. Counsels, trains and schedules work activities and reviews and/or recommends disciplinary actions.
- K. Contributes to the development, preparation and presentation of the budget.

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 three (3) years at a management level (Lieutenant or higher rank); **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 indoor and outdoor environments.