

LOWER SAUCON TOWNSHIP
Job Description

Job Title: Chief of Police

Reports To: Township Manager

FLSA Status: N/A

Date: October 5, 2017

General Definition of Work

The Chief of Police is responsible for the activities, conduct and efficiency of all members and employees of the Police Department. This position performs protective service and administration work. Work is performed under the general supervision of the Township Manager. Supervision is exercised over all departmental personnel.

TYPICAL TASKS:

Duties may include but are not limited to the following:

- Responsible for all activities of the Police Department; provide continuous leadership and consistent administrative procedures for the Department.
- Plans, coordinates, supervises, and evaluates Police Department operations.
- Formulates and implements police procedures, rules, and programs.
- Provides supervision, leadership and direction for direct reports and ensures they are performing their duties competently. Assigns areas of accountability and delegates authority to subordinate supervisory personnel.
- Assigns officers to special investigations as needed.
- Coordinates department activities with other township departments.
- Oversees scheduling for maximum effectiveness and budgetary considerations.
- Provides training and development of department personnel. Develops new skills and leadership capacity in department personnel.
- Supervises maintenance of all records and materials associated with law enforcement activities or administration.
- Prepares the departmental budget, including obtaining specifications for new or replacement equipment. Monitors and adheres to budget.
- Prepares a variety of reports and submissions.
- Represents the Township and the Police Department to the larger community.
- Develops and maintains liaison with various governmental agencies (including schools), community groups, the news media and the general public.
- Serves as liaison to other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.
- Attends Council meetings.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Comprehensive knowledge of laws, rules and court decisions relating to the administration of criminal justice and law enforcement, criminal identification and radio communication.
- Comprehensive knowledge of controlling laws and ordinances.
- Ability to exercise independent judgment to plan work for the position and the department.
- Demonstrated ability to lead and direct activities of police officers.
- Ability to establish and maintain effective working relationships with township officials, community groups, the news media and with the general public.
- Demonstrated ability to work cooperatively with other law enforcement agencies in the region.
- Ability to evaluate effectiveness of the police operation and to institute improvements.
- Demonstrated resourcefulness and sound judgment in emergencies.
- Demonstrated integrity; tact.
- Ability to plan, organize, administer, coordinate and evaluate a comprehensive police service programs.
- Ability to select, motivate and evaluate staff and provide for their training and professional development.
- Ability to develop strong community relationships with a diverse population.
- Ability to develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Ability to analyze complex technical and administrative police service problems, evaluate alternative solutions, and adopt effective courses of action.
- Ability to prepare clear and concise reports, correspondence, and other written materials.
- Ability to establish and maintain cooperative working relationships with a variety of citizens, public and private organizations, boards and commissions, and staff.
- Ability to exercise sound independent judgment within general policy and administrative guidelines.
- Ability to plan, communicate and provide direction, leadership and a vision for the department and operations standards.
- Ability to foster strong community relations and partnerships through the creation and administration of model community policing programs and activities.
- Knowledge of administrative principles and methods, including goals and objectives development, program development and implementation, work organization and delegation, and employee supervision.
- Knowledge of principles and practices of budget development and administration, financial planning, management and resource allocation.
- Knowledge of local government organizations and functions as related to public safety.
- Ability to provide effective leadership, mentoring, team building, methods and problem solving techniques. Supervision, including hiring, cultural and ethnic diversity awareness, firing, training and development, discipline, delegation and performance evaluation.
- Ability to manage organizational development, reorganizations and program development, evaluations, goal setting.
- Ability to communicate effectively both orally and in writing.
- Ability to maintain confidentiality.

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited college or university with degree in criminal justice, law enforcement or closely related field preferred. Extensive law enforcement experience may be substituted for this preference.
- Ten (10) years extensive experience in police service, including 5 years supervisory experience at the rank of Corporal or above.
- Any combination of experience and education that could likely provide the required knowledge and abilities will be considered.

ADDITIONAL PREFERRED TRAINING/EXPERIENCE

- National Incident Management System (NIMS) and Incident Command systems (ICS)
- Completion of a related police management leadership training (i.e. FBI National Academy)
- Participation in regional, state and national law enforcement management groups (i.e. State Chiefs Association)
- Experience with social media outreach to communities.
- Experience with outreach to communities of color and/or other under-represented communities.

SPECIAL REQUIREMENTS

- Possession of an appropriate driver's license valid in the State of Pennsylvania, or ability to obtain within 30 days of employment.
- Must meet all departmental and statutory standards (PA Act 120) governing police officers.
- Must reside within 15 air miles of the Township Office Building within one (1) year of employment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hand to finger, or operate objects, tools, or controls; and reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The incumbent must occasionally lift and/or move up moderate to heavy amounts. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus. Incumbent must maintain the necessary mental and emotional capacities required for the successful performance of the duties and responsibilities of the position.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the incumbent occasionally works in outside weather conditions. The incumbent is occasionally exposed to dry/wet, cold/hot and/or humid conditions, toxic or caustic chemicals. The noise level in the work environments is usually quiet while in the office, or moderately loud when in the field.