

12. Performs related duties.

D. JOB FACTOR SPECIFICATIONS

1. Job Requirements

a. Knowledge Skills and Abilities

1. Knowledge of law enforcement, traffic control, crime prevention, criminal investigation and criminal process and arrest procedures, methods and techniques.
2. Knowledge of search and seizure and evidence preservation and presentation principles.
3. Knowledge of strategic planning, personnel management and budget management principles.
4. Knowledge of relevant laws, ordinances, court procedures, legal precedents and government regulations.
5. Knowledge of program assessment principles.
6. Knowledge of management and supervisory principles and practices.
7. Skill in the preparation of clear and precise administrative reports.
8. Skill in interpretation and application of federal, state and local laws and regulations.
9. Skill in planning, organizing, analyzing, decision making and problem solving.
10. Skill in the use and care of firearms and other standard and specialized equipment.
11. Skill in the use of office equipment, including a computer and calculator.
12. Skill in public relations.
13. Skill in interpersonal relations.
14. Skill in oral and written communication.

2. Responsibility

- a. This position has supervision over all ranks and employees within the Police Department.

3. Personal Work Relationships

- a. Contacts are typically with department personnel, other city employees, elected officials, judges, attorneys, business owners, citizens, suspects and representatives of other law enforcement agencies.
- b. Contacts are typically to give or exchange information, motivate and direct employees, settle matters, resolve problems and provide services.

4. Physical Effort and Work Environment

- a. The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects and uses tools or equipment requiring a high degree of dexterity.
- b. The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The work requires the use of specialized law enforcement equipment.

5. Guidelines

- a. Guidelines include department policies and procedures, federal and state laws, city ordinances and ethics guidelines. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

6. Complexity and Scope of Work

- a. The work consists of varied administrative, management, technical and supervisory duties. The broad range of decision-making activities required contributes to the complexity of the work.
- b. The purpose of this position is to plan, direct and manage the overall provision of police services to the citizens of the city. Successful performance helps ensure the safety of life and property.

7. Minimum Qualifications

- a. High school diploma required. A Bachelor Degree is preferred. Candidates with a Bachelor Degree, in field, will be given additional consideration.
- b. Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- c. Experience sufficient to thoroughly understand the diverse objectives and functions of the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of related experience.
- d. Management/supervisory training with minimum of 5 years of supervisory experience.
- e. Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia.
- f. Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.

8. Supervisory Controls

- a. The City Manager assigns work in terms of department goals and objectives. The manager reviews work through conferences, reports and observation of department activities.

E. APPROVAL SIGNATURES

I have read and understand the attached job description for the position of Police Chief with the City of Jasper.

Employee (print)

Employee (signature)

Date

Department Head (print)

Department Head (signature) **Date**

City Manager (print)

City Manager (signature) **Date**