

POSITION TITLE: POLICE CHIEF
DEPARTMENT: SAFETY
DIVISION: POLICE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Safety Director

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Police Deputy Chief; Administrative Secretary

DIRECT: 2 **INDIRECT:** 56

POSITION FUNCTION

This position is responsible for providing a safe environment for the citizens of Bowling Green and for the improvement of the quality of life in the City neighborhoods.

JOB RESPONSIBILITIES

- Plans
- Organizes
- Participates in staff development
- Ensures quality service
- Budgets
- Manages labor
- Functions as a community leader
- Liases with other divisions and agencies
- Minimizes liability for the City
- Performs other related duties as assigned

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel, reach with hands/arms, lift up to 25 pounds frequently, occasionally drag 150 pounds or more, be able to subdue suspects to effect arrests, and meet all the basic physical requirements of a Police Officer.

REQUIRED SKILL SETS	
<p>Occupational/Technical Skills</p> <ul style="list-style-type: none"> Ability to use spreadsheet, database, word processing and selected job-specific software Ability to instill public confidence Knowledge of personnel flow and union contracts Understanding of all sections of the Division and how they work as a unit Knowledge of all aspects of the communications center and radio/telephone recording devices Must maintain a valid Ohio Driver's License and have the ability to drive <p>Administrative Skills</p> <ul style="list-style-type: none"> Ability to set goals and develop strategies and schedules for meeting them Ability to anticipate problems and develop alternative strategies for goal completion Ability to adequately allocate resources to meet objectives Ability to handle multiple priorities and projects <p>Cognitive Skills</p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to make timely, sound decisions Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols, and government regulations Ability to apply financial principles and numerical techniques to management problems Knowledge of basic budgetary principles and practices Ability to encourage the creativity of subordinates Ability to create and readily draw on a large pool of diverse sources of information Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities 	<p>Communications Skills</p> <ul style="list-style-type: none"> Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to prepare clear and concise reports, correspondence and other written materials Ability to prepare analyses, policies and/or budgets Ability to develop complex reports and position papers <p>Interpersonal Skills</p> <ul style="list-style-type: none"> Ability to deal courteously and diplomatically with the general public Ability to maintain issue confidentiality Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p>Leadership Skills</p> <ul style="list-style-type: none"> Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals Knowledge of administration and supervision of staff and activities Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to monitor progress and exercise control Ability to provide performance feedback Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS
Work is typically performed in an office setting. The incumbent has moderate contact with citizens and the general public, and works an irregular activity schedule.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
Four year degree preferred or equivalent experience and professional training; Ohio Police Officer Training Academy certification; FBI National Academy or other police management training program required; a valid Ohio Driver's License required; at least ten years of relevant experience preferred; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.