

POSITION TITLE: POLICE DEPUTY CHIEF
DEPARTMENT: SAFETY
DIVISION: POLICE

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Police Chief

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Police Lieutenant

DIRECT: 2 - 3

INDIRECT: 58

POSITION FUNCTION

This position is responsible for the management and supervision of the Police Division and coordination of the bureaus within the Division.

JOB RESPONSIBILITIES

- Commands the Division when the Chief is absent
- Ensures quality of Division services
- Directs and monitors activities of the Division operations and personnel
- Planning and research
- Oversees federal and state grants
- Participates in the selection and promotion process
- Prepares the annual budget
- Inspects the Division equipment and personnel
- Attends meetings and other public functions
- Provides Public Information
- Handles special projects
- 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**Occupational/Technical Skills**

Ability to use spreadsheet, database, word processing and selected job-specific software

Knowledge of Division and State computer systems

Knowledge of all aspects of the Division

Must maintain a valid Ohio Driver's License and have the ability to drive

Administrative Skills

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

Cognitive Skills

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

Communications Skills

Ability to speak effectively one-to-one

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

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

Interpersonal Skills

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

Leadership Skills

Knowledge of administration and supervision of staff and activities

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

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 with significant contact with City citizens and the general public.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Four year degree preferred or equivalent experience and professional training; Ohio Police Officer Training Academy certification; valid Ohio Driver's License; 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.