

POSITION TITLE: POLICE LIEUTENANT
DEPARTMENT: SAFETY
DIVISION: POLICE

**CITY OF
 BOWLING GREEN**

REPORTING RELATIONSHIPS

Police Deputy Chief

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Sergeants, Police Officers, Dispatchers, Animal Control Officer, Parking Services Technicians

DIRECT: 5 **INDIRECT:** 28

POSITION FUNCTION

This position is responsible for supervision of agency personnel.

JOB RESPONSIBILITIES

Schedules, supervises, trains, counsels and disciplines personnel; enforces adherence to division policies; reviews reports prepared by subordinates; supervises and manages training; evaluates performance and provides daily feedback of subordinates; manages career development program;

Oversees crime prevention programs, youth and neighborhood programs; prepares and presents community programs; supervises the DARE, EZ+, and Bobcat+ programs;

Ensures the quality of services to the community; investigates and follows-up on complaints from the public;

Serves as the agency public information officer; maintains the Agency's accreditation standards; acts as the agency computer systems administrator; prepares daily computer maintenance;

Prepares goals and objectives and subsequent updates; assists in preparation of the division budget; works with staff in establishing budget priorities; prepares annual and monthly reports;

Attends meetings both inside and outside the division;

Participates in the hiring/selection process; Supervises the recruitment process;

Supervises property, evidence , vehicle and building maintenance;

Performs other duties as required and assigned by the Chief of Police or his/her designee.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, stand, walk, talk/hear, 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 basic physical requirements of a Police Officer.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Ability to use Police radio, firearms and baton Knowledge of City and State laws as well as laws of arrest, and search and seizure Ability to use selected job-specific software Knowledge of patrol and investigation Must maintain a valid Ohio Driver's License and must have the ability to drive <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to set goals and develop strategies and schedules for meeting them Ability to plan, organize, assign and direct work of staff Ability to properly assign responsibilities to meet objectives Ability to adequately allocate resources to meet objectives Ability to handle multiple priorities and projects <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to identify problems, recognizing symptoms, causes, and alternative solutions Ability to interpret professional periodicals and journals, technical procedures, and governmental regulations Ability to interpret complicated policies, procedures, and protocols Ability to apply financial principles and numerical techniques to management problems Knowledge of basic budgetary principles and practices Ability to create and readily draw on a large pool of diverse sources of information 	<p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></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 use appropriate style, format, and tone in informal and formal business communications Ability to prepare clear and concise reports, correspondence and other written materials Ability to prepare analyses, policies, and/or budgets <p><i>Interpersonal Skills</i></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><i>Leadership Skills</i></p> <ul style="list-style-type: none"> 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

DESCRIPTION OF WORKING CONDITIONS

Work is typically performed in an office setting; incumbent works alone; hours worked should normally encompass times/days of week when subordinates are working.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

Two-year college certificate or equivalent; valid Ohio Driver's license; Ohio Peace Officer Training Academy certification; specialized police management training; at least 10 years of relevant experience; 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.