



## City of Lake Oswego, Oregon

### Job Description

#### **POLICE CHIEF**

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 465**

**Job Code: 3085**

#### **Class Summary**

Under general direction, plans, organizes and directs the City Police Department including emergency communications, investigations, patrol, traffic training, crime prevention, property control, community services and records. Develops departmental goals, policies and procedures. Plans and administers annual departmental budget.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Facilitates the visioning process to allow for the development of a department mission statement and the setting of goals and objectives linked to the budget; supervises police including prioritizing and developing work plans; evaluating staff performance; monitoring progress on reports and projects; establishing, interpreting and enforcing policies and procedures; making hiring and termination recommendations; making pay rate change recommendations and providing training and development for staff.
2. Acts as a liaison with the City Manager, other department heads, elected officials, outside agencies, business and community representatives and other organizations including determining how to handle controversial issues. Works closely with the community in helping neighborhood associations, special interest groups, businesses and individuals obtain their goals without interfering with individuals' rights.
3. Assists the City Management Team in establishing long-term goals including determining goals which create a balance between community, organizational and departmental priorities.
4. Works directly with the labor force in establishing and maintaining a productive and harmonious work environment including overseeing administration
5. Develops and oversees the Police budget including determining and prioritizing resource needs, capital purchases and establishing programs and monitoring expenditures. Makes budget recommendations to the City Council.
6. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Budgeting theories and principles.
- Administrative law in the public sector.
- Human behavior in stressful situations.
- Local, state and federal laws, regulations and ordinances governing criminal activity and civil matters.
- Reporting responsibilities to regulating agencies.
- Presentation techniques.
- Report writing.
- Conflict resolution techniques.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply management theories and practices.
- Prepare budgets.
- Track and recording expenditures.
- Write reports.
- Facilitate group sessions.
- Make presentations.
- Resolve conflicts.
- Promote positive public relations.
- Operate police vehicles, equipment, weapons and restraints.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's degree in Social Science, Public Administration or Business Administration and seven years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards. Must be able to pass a thorough background check with no felony convictions, and pass a psychological and medical evaluation.

Must be able to obtain State of Oregon Executive Police Certificate within one year.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.

## Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Very Heavy Physical Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*