



Job Code: 0699
FLSA: E
Unit: MGMT
Revised:

POLICE CHIEF

DEFINITION

The Police Chief is an exempt management position responsible for the management of the Police Department.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the City Manager. Supervises Police Captains directly and Police Lieutenants indirectly.

TYPICAL DUTIES

1. Under the direction of the City Manager exercises overall responsibility for the delivery of police services within the community.
2. Directs the establishment of department goals and objectives and development and administration of programs to meet goals and objectives.
3. Exercises responsibility for the proper organization, staffing and operation of the Police Department.
4. Advises and makes recommendation to the City Manager on matters related to municipal police services.
5. Ensures department operates in compliance with applicable rules, regulations and policies.
6. Either directly or through subordinates assigns work and provides direction to staff, evaluates staff performance, ensures desired performance levels are maintained, participates in a variety of personnel actions.
7. Directs the preparation and administration of the department budget.
8. Coordinates department activities with those of other City departments and other public agencies.
9. As appropriate directs activities at scene of major emergencies.

**City of Pleasanton
Police Chief- Page 2**

MINIMUM QUALIFICATIONS

Knowledge Required:

Thorough knowledge of municipal law enforcement principles and practices and applicable laws and regulations.

Skill Required

1. General management skills to include goal setting, planning, organizing, staffing, decision making, coordinating, problem solving and budget preparation and administration.
2. Personnel management skills to include employee selection, development, directing, counseling and evaluating.
3. Strong writing and speaking skills.
4. Skill to maintain an effective and harmonious relationship with the community.

Experience:

Substantial municipal law enforcement experience to include experience in a responsible law enforcement management position.

Education:

Graduation from an accredited four year college or university in public administration or related field.

License:

Valid California driver's license.
(jd0699)