

City of San José

ASSISTANT POLICE CHIEF (U) (2225)CLASS PURPOSE

This is a position in the unclassified Civil Service. Under administrative direction, performs unusually difficult work in planning, organizing, and directing the operations activities of the Police Department. Performs related work as required.

TYPICAL DUTIES AND RESULTS (The position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Plans, organizes, coordinates, and directs the operational activities in the preservation of order, protection of life and property, and the enforcement of laws and ordinances.
- Establishes and enforces departmental policies, rules, and procedures.
- Prepares and controls the department budget.
- Through supervisory personnel, assigns work, trains employees, has authority to carry out performance appraisals, and recommends employment retention, promotion, and demotion decisions.
- Conducts research and planning to improve departmental operations and policies.
- Represents the department in labor negotiations and employee relations.
- Reviews daily reports from the various divisions and units and evaluates activities to determine where improvement is needed; plans future activities.
- Maintains effective working relationships with other City departments and County, State, and Federal agencies involved in law enforcement.

Typical End Results Include

Maintaining the highest level of protection of life and property and preventing crime and disorder; enforcing state laws and City ordinances; maintaining a competent, motivated police force; providing broad administrative and command direction to guide departmental actions and programs; confining and controlling operating expenses; and effectively representing the Police Department within the City and with outside agencies.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the unclassified service which reports to the Police Chief and acts as the operations commander in providing direct delivery of law enforcement services.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of the principles, practices, and techniques of police administration, organization, and operation.
- Knowledge of the technical and administrative phases of crime prevention, law enforcement, and related functions, including investigation and identification, patrol, traffic control, and safety.
- Knowledge of the laws, ordinances, and regulations affecting the work of the department including various memorandum of agreements.
- Knowledge of criminal law including apprehension, arrest, and prosecution of persons committing misdemeanors and felonies.
- Knowledge of the principles and practices of supervision and training.
- Knowledge of the principles and practices of public administration, including personnel and budgetary control.
- Knowledge of the City of San Jose's accounting and budget system.
- Knowledge of local, County, and State laws relating to law enforcement.
- Ability to effectively command large complex law enforcement operations.
- Ability to plan, develop, and implement a comprehensive law enforcement and crime prevention operation.
- Ability to supervise and direct top management.
- Ability to relate effectively to employees and the public.
- Ability to express oneself clearly and concisely, both orally and in writing.

Competency Knowledge, Skills, and Abilities

- Knowledge of the crime conditions and problems of San Jose.
- Familiar with functions and responsibilities of department sub-units and their effective interactions.
- Familiar with automated data processing systems, their limitations, present application, and future potential.
- Familiarity with effective personnel management principles.
- Familiarity with Law Enforcement Automated Information Systems.
- Familiarity with freedom of information requirements and public information restrictions.
- Ability to maintain favorable media relations.

Education

Successful completion of advanced course work from an accredited college or university in Public Administration, Police Science, or a related field.

Experience

Experience in an administrative capacity equivalent to Police Captain in the San Jose Police Department.

Licenses and Certificates

- Possession of a valid California driver's license.
- Possession of an Advanced Peace Officer's Standards and Training Certificate.

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