

FLSA STATUS	Exempt	CIVIL SERVICE	Yes
UNION	No	TELECOMMUTE ELIGIBLE	Yes
DEPARTMENT	Police	DEPARTMENT NUMBER	110
REPORTS TO (TITLE)	City Administrator	JOB FAMILY	Public Safety
PAY GRADE	14	DATE OF LAST REVIEW	November 2023

NATURE OF WORK
<p>The fourth level of the Public Safety series is responsible for directing all fire department programs and activities, including personnel, budget development and monitoring, long range planning, and strategic goal setting. Responsibilities may include supervising department staff; directing the implementation of all internal operations; preparing and administering the department budget; coordinating with the public, internal staff, and external agencies to communicate information and facilitate department operations; and researching and analyzing information to make recommendations to the City Administrator / City Council.</p>

DUTIES / RESPONSIBILITIES <i>(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)</i>	
1.	Plans, organizes, and directs the programs and activities of the Department; Hires, discharges, and disciplines employees; Responsible for all promotions, appointments, and assignments within the Department; Evaluates subordinates.
2.	Promulgates Departmental orders, policies, procedures, rules, regulations, Special Orders, and General Orders.
3.	Prepares the annual departmental budget and controls the expenditures of appropriations; manages and reviews all departmental audits.
4.	Attends departmental and public event meetings to either learn how to serve the public or educate the public on public safety measures; Ensures liaison is provided to appropriate local, county, state, and federal agencies.
5.	Advises and assists subordinates in highly complex program development, investigations, and studies; Ensures that all applicable laws and ordinances are enforced.
6.	Review and approve permits, inspections and licenses.
7.	Monitors the conduct, performance, and efficiency of Department personnel.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:
N/A

DIRECTION PROVIDED
Evaluates and signs performance reviews, approve timecards, conduct job interviews, reward/discipline, etc. of regular employees and/or part-time or contract employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

Bachelor's degree in from an accredited college or university in Criminal Justice or Management, Business or related field.

AND

Fifteen (15) years of experience as a certified peace officer.

AND

Seven (7) years of supervisory experience.

AND

Three (3) years of experience in command level.

OR

An equivalent combination of education/training and experiences which provide the required knowledge, skills, and abilities.

LICENSING / SPECIAL REQUIREMENTS

Valid driver's license.

Certified police officer by the Iowa Law Enforcement Academy.

Be able to legally possess a firearm and ammunition.

SKILL/ABILITIES REQUIREMENTS

- Plan, organize, and direct the work of employees performing varied police functions;
- Extensive knowledge of Departmental policies, procedures, rules, regulations, General Orders, and applicable federal, state, and local laws and ordinances;
- Extensive knowledge of police liability issues;
- Extensive knowledge of the principles and practices of police organization, supervision, management, and administration;
- Budgetary Processes;
- Thorough knowledge of the functions of other governmental jurisdictions and authorities as they relate to police operations;
- Possess skills in oral and written communications including public speaking;
- Knowledge of Departmental collective bargaining agreement(s);
- Possess leadership, analytical, and public relations skills;
- Ability to exercise independent judgment and initiative;
- React quickly and calmly to emergency situations;
- Ability to use computers and relevant software (ex.: Microsoft Office). Requires frequent use of Microsoft Office Suite (Word, Excel, and Outlook).
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

PHYSICAL REQUIREMENTS

Positions in this class typically require: standing, fingering, walking, and feeling, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position may include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Atmospheric Conditions (fumes, odors, dusts, gases, poor ventilation, etc.)
- Hazardous Materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Inadequate lighting
- Work space restricts movement
- Intense Noise
- Travel
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
August, 2023	Draft prepared by CHM
November 2023	Updated per PDQ by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.