

## **CITY OF MARGATE, FLORIDA JOB DESCRIPTION**

### **JOB TITLE: POLICE MAJOR (Job Code 681)**

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#### **GENERAL STATEMENT OF JOB**

Under the executive direction of the Chief of Police, provides command level administration and operational direction of the police department through administrative authority and via supervision of assigned field and staff functions. This position often requires the exercise of independent judgment in the performance of the duties of the office. The incumbent makes unilateral decisions as necessary to accomplish departmental goals and objectives. Work is performed with discretion and latitude in the conduct of police operations. Work is subject to review by the City Manager and Chief of Police. Performs the duties and responsibilities of the Chief of Police as necessary.

FLSA Status: This classification is Exempt.

This classification is an appointed position not covered under a collective bargaining agreement.

#### **ESSENTIAL FUNCTIONS**

**The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.**

Performs and/or oversees or assists in comprehensive departmental strategic and short-term planning.

Proposes methods for accomplishing departmental objectives, ensuring goals and objectives are consistent and/or compatible with City goals and objectives and participates in the city's process of establishing goals and setting objectives.

Supervises, directs, and evaluates assigned staff; handles employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; jointly recruits, appoints, and trains staff.

Monitors departmental staffing by identifying and documenting departmental staffing needs, submitting requests and/or proposals for additional staff. Makes recommendations to hire and promote employees, and facilitates the department's promotional processes.

Proposes and updates both general and specific departmental orders, rules, regulations, policies and procedures.

Participates in labor contract negotiation as part of management team;

Addresses day-to-day issues concerning labor relations.

Ensures that personnel activities are accomplished in conformance with City and departmental policies, collective bargaining agreements, and other pertinent rules and regulations.

Formulates budget for division and advises the Chief of Police on budgetary needs of the division, and prepares budget requests.

Acts as the Chief of Police in his/her absence.

Makes determinations for personnel requests.

Handles confidential information with the Chief of Police regarding personnel, labor relations, and financial issues.

Coordinates and participates in city and department emergency response, all hazard and unusual occurrence incident response activities.

Acts as the representative of the Chief of Police before city government, the community and other governmental and non-governmental entities.

Resolves administrative and operational issues at the direction of the Chief of Police.

Promotes administrative and managerial consistency throughout the department.

Serves as a liaison for the Chief of Police with other department heads, City staff, and outside agencies.

Provides timely verbal reports to the Chief of Police concerning matters of interest or importance related to the City or department, and responds to a variety of operational and administrative questions and inquiries from various sources as directed by the Chief of Police.

Prepares departmental reports and/or oversees the production of a variety of analytical reports, projects or proposals on a wide variety of administrative and operational topics.

Interacts with the community on behalf of the Chief of Police.

Maintains membership in professional law enforcement organizations (IACP, FBINAA, FBI-LEEDA, BCCPA) in order to stay abreast of contemporary police practices, technology and procedures.

Performs the duties incumbent upon a sworn Florida law enforcement officer as needed.

Performs related work as required.

## **MINIMUM TRAINING AND EXPERIENCE**

Active Florida Law Enforcement Officer certification. An Associate's Degree from a nationally or regionally accredited college or university recognized by the United States Department of Education, Office of Postsecondary Education.

Must have been in rank of lieutenant or above for 2 years.

## **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Tasks involve frequent walking, standing; some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing law enforcement duties that require physical exertion, i.e.; subduing subjects, climbing fences.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to fluently read, write and speak in standard English.

Intelligence: Requires the ability to draw valid conclusions in task analysis, processing and prioritization. Requires the ability to think conceptually.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages, utilize and interpret descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read technical and non-technical data.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately.

Manual Dexterity: Must have excellent levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal effectively with people in both giving and receiving instructions. Must be able to perform tasks under considerable stress, i.e., when confronted with potentially violent individuals.

Physical Communication: Requires the ability to talk and/or hear: (talking expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are performed with infrequent but possible exposure to adverse environmental conditions, e.g., dirt, cold, rain, high winds.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of administrative and operational responsibilities, procedures and mandates of a municipal police department.

Knowledge of federal laws, state statutes, and local ordinances as well as all attendant primary legal and civil authorities.

Knowledge of crime prevention and crisis response and intervention techniques.

Knowledge of Incident Command protocols, first responder basic first aid and CPR.

Knowledge of effective supervisory and leadership principles and techniques.

Knowledge of criminal laws including proper procedure relative to search, seizure, arrest, and rules of evidence.

Knowledge of methods and practices of criminal investigation and patrol administration.

Knowledge of record maintenance principles and practices, including Florida public records laws.

Knowledge of purchasing and inventory methods.

Knowledge of the geographic boundaries of the city and surrounding areas.

Skilled in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skilled in the operation of motorized vehicles under normal, emergency and adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with City officials, subordinates, and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the framework of law and the department's policies and procedures.

Ability to maintain composure under stress and emergency situations.

Ability to work effectively under stress and emergency conditions.

Ability to exercise discretion and good judgment.

## **EQUAL OPPORTUNITY EMPLOYER**

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

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Employee Name and Signature

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Date