

ASSISTANT POLICE CHIEF - 009

DEFINITION OF WORK

Under regular supervision, performs complex professional protective service and routine administrative work in command of one of the major bureaus of the Police Department; personally participates in more complex police problems; does related work as required.

EXAMPLES OF WORK

Supervises one of the major bureaus of the Police Department; confers with officer commanding units under direct supervision on routine and special matters; assists in planning departmental programs and operating procedures; conducts scheduled and unscheduled inspections of units; evaluates records and reports relating to activities, and reviews and files reports prepared and submitted by officers; assists in developing and controlling annual budget; assumes command of the department in absence of the Police Chief as directed.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to an associate degree in police science or related field with additional college level work in one of the social sciences or administration, and two years of current, continuous service as a non-probationary employee in the job class of Police Captain with the City.

Knowledge, Skills and Abilities: Comprehensive knowledge of the rules and regulations of the Department; comprehensive knowledge of approved principles, practices and procedures of police work; comprehensive knowledge of pertinent federal and state laws and municipal ordinances; ability to command respect of the officers and to assign, direct and supervise their work; ability to analyze complex police problems and to adopt effective and reasonable course of action with due regard to surrounding hazards and circumstances; ability to deal with the public courteously, but firmly, and to maintain satisfactory public relations; skill in the use of firearms.

SPECIAL REQUIREMENT

Possession of a valid State of North Carolina driver's license.

