

State College Borough

Police Chief

Job Description



REPORTS TO: Asst Borough Manager for Public Safety
ROLE & LEVEL: L6

DEPARTMENT: Police Admin
FLSA STATUS: Exempt

WORK OBJECTIVE:

The Police Chief is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting, and budgeting for all aspects of the police department. Position is primarily focused on directing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop and implement policies and procedures as well as determining efficient and innovative ways to accomplish the Borough's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops the vision and mission for the department in addition to department plans for delivering police services
- Establishes, evaluates, and communicates annual goals and objectives for the police department
- Communicates with the media on critical police incidents and various other matters of public interests; serves as the Right to Know Officer for the Police Department
- Meets with entities within the Borough government and the community regarding matters that involve public safety or the police department
- Builds and maintains partnerships with local, state, and federal law enforcement agencies and various other organizations
- Ensures effective technology solutions by identifying technology needs in the Police Department; stays current on new technology developments; determines strategy for rolling out new technology solutions to the Police Department personnel

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes

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- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Oversees and participates in the development of organization-wide and administration of various departmental budgets; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of pertinent federal, state, and local laws, codes, and regulations and the Pennsylvania Crimes Code
- Knowledge of and ability to use the records management system and other applicable police administration software
- Knowledge of principles, practices, and techniques of law enforcement management
- Knowledge of police department rules, regulations, policies, and procedures
- Skill in the use of Microsoft Office products (Word, Outlook, PowerPoint, Excel, and Access)
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to develop and interpret budgets, contracts, and financial reports
- Ability to meet and deal with the public with tact and diplomacy
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively

MINIMUM QUALIFICATIONS:

Bachelor's degree in criminal justice or related field; supplemented by ten or more years' progressively responsible experience in a police department, including at least three years of supervisory or management experience; or an equivalent combination of education, certification, training, and/or experience. Must maintain Municipal Police Officers' Education and Training Commission (MPOETC) police certification in Pennsylvania. Must have attended command level schools such as FBI National Academy or Northwestern University's School of Police Staff and Command. Must maintain proficiency and certifications required of uniformed police officers as per department policy. Must have JNET Criminal History certification. Must possess a valid Pennsylvania driver's license.

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In addition to meeting the minimum qualifications listed above, an individual must be able to perform each of the established essential functions in order to perform this job successfully.

PREFERRED QUALIFICATIONS:

- Master's degree

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of standing. Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

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The job description does not constitute an employment agreement between State College Borough and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

State College Borough is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, State College Borough provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date