

## **CHIEF OF STAFF TO THE CHIEF OF POLICE**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent of this position advises the Chief of Police on specifics of issues under consideration. The Chief of Staff serves as direct contact with the public, other municipal, and official and community organizations. Duties include specific assignments regarding inter-departmental operations as well as department functions.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Assists the Chief of Police and Chief's Office in a variety of public and administrative capacities;
- Responds to requests and establishes priorities for submission to the Office of the Chief of Police ;
- Acts as intermediary between the Office of the Chief of Police and management staff of the department;
- Ability to assemble, organize and present, in written and oral form, derived from a variety of sources.
- Represents the Chief of Police, and/or the Chief's designee, in specified meetings with intergovernmental stakeholders at the local, state and federal levels, including meeting with public and private entities that work with the City of Albany;
- Attends and/or runs regular departmental and agency meetings;
- Reviews and analyzes changes in policy, operations and procedures, to provide input to external and inter-office inquiries;
- Attends community functions and events with and on behalf of the Chief of Police, and/or the Chief's designee ;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of the principles and practices of municipal administration and the functions of local government;
- Thorough knowledge of the functions and authority of federal, state and local jurisdictions as they relate to police work
- Considerable knowledge of the psychological and social implications of law enforcement work.
- Thorough knowledge of the principles of management, planning, governmental finance, personnel principles and practices;
- Good knowledge of the procedures and methods of conducting effective research;
- Attentiveness to detail;

- Excellent speaking and writing ability;
- Ability to multitask;
- Ability to prepare clear and comprehensive reports;
- Ability to work effectively with diverse populations;
- Good knowledge of personal computers and office equipment;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor's Degree (or higher) and six (6) years of progressive administrative experience, at least three which have involved governmental operations; **OR**
- B. Graduation from a regionally accredited or NYS registered college or university or one accredited by the NYS Board of Regents to grant degrees with an Associate's Degree eight (8) years of progressive administrative experience, at least three which have involved governmental operations; **OR**
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:**

Position may require ability to work Saturdays, Sundays, and holidays; and ability to work shift assignments during the day, evening and nights.