

POLICE CHIEF OF STAFF

DISTINGUISHING FEATURES OF THE CLASS:

Under the general direction of the Chief of Police, the incumbent of this position serves in a leadership capacity to effectively organize staff activities for the Office of the Chief to maximize productivity in the implementation of policy guidelines covering a broad spectrum of staff operations. Work involves highly sensitive issues requiring tact, discretion, and responsiveness to the public mission of the Chief of Police in dealing with executive level public officials, elected officials, representatives of the community, the press, constituents, and others. Assignments can be in the operational areas of intergovernmental relations, public affairs, administration, or Police operations. Direct managerial control is exercised by this position over a wide variety of staff operations in the area of assignment. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the Chief of Police and Chief's Office in a variety of public and administrative capacities;
- Consults with the Chief of Police on current issues and operational objectives;
- Acts as the Chief of Police's representative with public officials, elected officials, community groups, the press, and constituents in resolving issues or implementing objectives;
- 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;
- Follows through on policy and proposals needed to implement operational objectives or direction from the Chief of Police;
- 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;
- Manages and maintains procedures for effective staff responses to public and legislative inquiries;
- Attends community functions and events with and on behalf of the Chief of Police, and/or the Chief's designee;
- Supervises personnel as assigned;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Extensive knowledge of City government structures and police operations;
- 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;
- Ability to negotiate effectively;
- Ability to supervise a combination of professional, technical, and clerical personnel;
- Ability to communicate effectively both orally and in writing;
- Ability to effectively engage in public speaking;
- Ability to analyze complex public issues and develop a suggested position consistent with the Chief of Police's mission;
- Ability to follow through on issues to successful completion;
- 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 four (4) years of progressive administrative experience; **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 six (6) years of progressive administrative experience; **OR**

- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Experience with governmental operations is preferred.

NOTE:

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