

JOB TITLE: Major

DEPARTMENT: Police, City of Powder Springs

JOB SUMMARY: This is a high-level position that assists the Chief of Police in the administration of department activities and is responsible for the supervisory and administrative duties in support of the Field Operations and Administrative Services Divisions.

PRIMARY DUTIES:

- o Supervises and directs the work of the Field Operations and Support Divisions; plans, organizes, and assigns duties.
- o Ensures that units have the necessary equipment and training.
- o Ensures department operations are in compliance with department procedures and applicable local, state, and federal laws.
- o Assists in preparation and implementation of department budget.
- o Observes crime trends and provides suggestions for reduction of crime.
- o Prepares performance evaluations for assigned personnel, and reviews performance evaluations for department personnel; administers performance appraisal system and promotional process.
- o Assists other law enforcement officers and agencies as needed.
- o Resolves questions, complaints, or problems within the department.
- o Authorizes overtime and comp time; prepares work schedules.
- o Assists in the development of department operations, policies, and procedures.
- o Serves as or assigns the duties of Homeland Security coordinator.
- o Ensures that training objectives are met.
- o Makes policy recommendations to the Chief of Police.
- o Performs the duties of Chief of Police in his/her absence.
- o Attends training and professional seminars as necessary.
- o Performs duties and exhibits an attitude that is consistent with the vision as set forth by the Chief of Police, including performance of general police officer duties as needed.

- o Overtly displays a positive attitude that sincerely supports and encourages the betterment of the City of Powder Springs, the citizenry, city officials, supervision, counterparts and subordinates
- o Performs other duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of federal, state, and local laws; city ordinances; and department policies and procedures.
- o Knowledge of standard criminal investigative and public safety principles, techniques, terminology, equipment, and materials.
- o Knowledge of police administration principles and practices.
- o Knowledge of management and supervisory techniques.
- o Knowledge of the criminal justice system.
- o Knowledge of emergency management including basic incident management, unified command, disaster planning and other areas associated with emergency management responsibilities.
- o Skill in planning and organizing work.
- o Skill in decision making and problem solving.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.
- o Skill in the use of firearms, standard office equipment, department vehicles and other standard and specialized equipment in a safe and efficient manner.

SUPERVISORY CONTROLS: The Chief of Police assigns work in terms of department goals and objectives.

GUIDELINES: Guidelines include state and federal laws, city ordinances, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative, technical and supervisory duties.

SCOPE AND EFFECT: The purpose of this position is to assist the Chief of Police and to organize and delegate department responsibilities and to provide general administrative supervision over their completion. Successful performance helps ensure the smooth and efficient operation of the police department and provides increased public safety for citizens and businesses of the city and enhances the public image of the department.

PERSONAL CONTACTS: Contacts are typically with co-workers, other city employees, elected officials, other law enforcement and public safety agencies, attorneys, news media, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to exchange information, provide services, and motivate and influence employees.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, stooping, walking, bending, or crouching.

WORK ENVIRONMENT: The work is typically performed in an office while sitting at a desk.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position exercises direct supervision and command over one of two divisions, Field Operations or Administrative Services, as assigned by the Chief.

MINIMUM QUALIFICATIONS:

- o Knowledge commonly associated with the completion of a Bachelor's degree in a course of study related to the occupational field or an experience level that sufficiently demonstrates competency as determined by the Chief of Police.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years supervisory experience, with two of those at a command level position.
- o Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Ability to meet current requirements set forth by the Police Standards and Training Council for the State of Georgia.