

MAJOR FUNCTION

This is highly responsible professional and administrative work assisting the Chief of Police in carrying out the functions and activities of the Office of the Chief and coordinating intergovernmental functions and activities for the City of Tallahassee Police Department. Responsibilities include serving in a supervisory role as Chief-of-Staff for the Chief of Police; senior assistant to the Chief; and assisting the Chief and staff in the coordination and execution of strategies and the establishment of effective working relationships with other local, state and federal governmental agencies. The incumbent is charged with responsibility for developing and maintaining professional contacts with management representatives and elected and appointed officials of governmental agencies. Also responsible for long-term planning and execution of the Department's mission, vision and values. Although the incumbent is expected to exercise considerable independent and mature judgment, general direction is received from the Chief of Police who reviews work performance through observation, conferences, reports, and by results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises personnel in the Office of the Chief and represents the Chief in meetings with key governmental, business, and other leaders. Participates in staff briefings as requested by the Chief. Performs in-depth research to aid in the formulation of policy recommendations and prepares staff reports and position papers as assigned. Develops and maintains professional contacts with elected and appointed officials and representatives of all governmental agencies. Recommends the hiring, advancement, discipline or discharge of employees. Skill in project management, managing timeframes and schedules to meet competing deadlines. Ability to effectively and efficiently apply management principles related to strategic planning, resource allocation, leadership, and coordination of people and resources. Skill in motivating and developing staff and in identifying the best use of agency resources. Assists in the development of the department's mission; its policies, procedures, rules and regulations; and implements same. Reviews and analyzes internal and external reports to determine trends and makes recommendations for changes in organization, administration, and operations to the Police Chief. Oversees the preparation and administration of the department's operating and capital budgets. Coordinate and track the implementation of on-going projects, plans, and strategies. Reviews employee problems and ensures necessary steps are taken to maintain high morale and employee effectiveness and efficiency. Reviews and disposes of complaints and monitors complex situations and reports to the Police Chief on such matters. Meets with other law enforcement managers for strategic planning and to plan interdepartmental responses to high risk or special events. Uses and exercises independent judgment. Recommends and participates in the selection, placement, advancement, transfer, training, development, safety, and discipline of departmental personnel. Ensures departmental compliance with the City's equal employment opportunity requirements and related federal and state laws. Makes special studies and investigations as assigned by the Police Chief. May work shifts of various lengths including, but not limited to, 8 hours, 10 hours, 12 hours or more, depending on the assignment and operational needs of the Department. May also work at any time during a 24-hour period, including shifts during the day, afternoon, or overnight. Performs related work as required and attends meetings of the City Commission.

Other Important Duties

Represents the department in labor related issues, including collective bargaining negotiations, administration of labor agreements and grievance processing. Conducts special studies and investigations, as assigned by the Police Chief. Acts in the absence of the Police Chief. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities, and Skills**

Thorough knowledge of the principles of general organizational management and administration, contemporary police work and public safety technology. Ability to establish and maintain relationships with local, state and federal government agencies. Ability to assemble, organize and present, in written and oral form, statistical, financial, or factual information derived from a variety of sources. Thorough knowledge of the laws and ordinances to be enforced. Thorough knowledge of the functions and authority of federal, state, and local jurisdictions as they relate to police work. Thorough knowledge of police rules and regulations and their interpretations. Considerable knowledge of the principles of personnel techniques as related to the training, motivation, placement, and evaluation of police personnel. Considerable knowledge of the psychological and social implications of law enforcement work. Considerable knowledge of the principals of career development, supervision, training, and performance evaluation. Ability to plan, layout and supervise the work of subordinates performing varied operations with public activities and to develop training and instruction procedures for those employees. Ability to plan, organize, administer, and direct police activities of broad scope and intensity with community and departmental impact. Ability to write clearly and speak effectively. Ability to deal with the public firmly and courteously and to establish effective relationships with the public, news media, city officials, state, county and federal authorities and others contacted in the course of work. Ability to make effective critical operational decisions and demonstrate intellectual capabilities. Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include standing or sitting for extended periods of time and operating assigned equipment. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree and seven years of professional experience in law enforcement work in a sworn capacity; or three years of college and eight years of professional experience in law enforcement work in a sworn capacity; or two years of college and nine years of professional experience in law enforcement in a sworn capacity. Four years of the required experience must have been in a sworn supervisory capacity in a law enforcement agency, one year of the sworn supervisory experience must have been at the rank of Lieutenant or higher. A master's degree in business or public administration, criminal justice, law enforcement, criminology or related field may substitute for one year of the required sworn experience.

Necessary Special Requirements

Must possess a law enforcement certificate issued by the Florida Department of Law Enforcement Criminal Justice Standards and Training Commission.

Must reside within a 50-mile radius of the intersection of North Monroe and Tennessee Streets, Tallahassee, at the time of appointment.

Visual ability must be correctable to 20/20 in each eye with normal color and depth perception.

Must possess valid Class E State driver's license at the time of appointment.

If applicable, must truthfully complete the City Employment Application and the TPD Personal History Statement. Any omissions, falsifications, misstatements, or misrepresentations of the information provided may disqualify an applicant. Must complete and pass a Truth Verification Examination prior to an employment offer being made.

Established: 09-26-20
Revised: 12-20-24
03-07-25