



## Job Description

### Police Major

Pay Grade: G13

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum four (4) years of progressively responsible police supervisory experience (minimum rank of sergeant), including a minimum of two (2) years of experience as a Police Commander or equivalent,

**Minimum Education Requirements:** Bachelor's Degree in Law Enforcement, Criminology, Public Administration, Social Science or a related field or have equivalent experience and be able to obtain a degree within 3 years of appointment.

**Department:** Police.

**Direct Supervisor:** Police Chief.

**Supervisory Responsibility:** Direct (x); Indirect (x) - Varies

**Primary Work Location:** Works inside in an office setting and outside during emergencies or at crime scenes.

**Certification:** Valid State of Florida driver's license, Florida Law Enforcement Certification

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**Job Summary:** This position assists and supports the Chief of Police in the overall management and administration of the Police Department. The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken, independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances. In the absence of the Police Chief, has the authority to represent or act as the Police Chief.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Serve as an advisor to the Police Chief in matters of policy, training of officers, selection of equipment and technology systems, and personnel assignments.
- Update the Police Chief regarding investigations, status of projects, and personnel matters.
- Implement the policies, philosophies, and directives of the Police Chief.
- Responsible for the day to day supervision of the two division commanders.
- Plan, program, and coordinate activities and personnel assigned to all units.
- Assist in the selection, staffing, scheduling, performance evaluation, and discipline of department personnel. Review and prepare personnel evaluations. Oversee internal investigations.
- Resolve issues of complaint concerning officers and/or policies of the department with citizens.
- Advise and assist in developing the departmental direction, priorities, goals and objectives to meet City, department, and community needs.
- Assist in establishing and implementing internal departmental organization and management systems to effectively meet operating goals and objectives.
- Coordinate activities between Investigations, Patrol, Communications, Administration, and various departmental components.
- Establish and apply modern law enforcement concepts and systems.



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- Participate in Department, law enforcement, and other meetings.
- Review and process property forfeitures.
- Represent the department on/at various boards, committees, and events.
- Participate in the review, preparation, and implementation of training programs and materials.
- Manage employee time cards.
- Supervise the management of grant funds.
- Assist with preparation and administration of Department budget.
- Perform administrative tasks, such as researching and preparing reports, supervising and preparing payroll, requisitioning supplies and equipment and coordinating building maintenance and repair.
- Perform the duties of a Police Officer during emergencies, at major crime scenes, and/or as assigned by the Chief of Police.
- Perform other job duties as assigned.

### Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Police supervisory concepts and practices, modern police methods, and procedures.
- Rules and regulations of the Department and limits of departmental authority.
- Pertinent laws, ordinances and codes pertaining to criminal and related violations.
- Federal, State, and municipal and controlling court decisions.
- Physical and social characteristics of the City.

#### Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Care and use of firearms.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.

#### Abilities

- Assimilate information from various sources and prepares reports and recommendations on departmental programs and activities.
- Calm irate persons and calm them when making complaints about officers and/or policies of the Department and to resolve issues courteously & effectively.
- Plan, assign, instruct, supervise, and evaluate the work of subordinates.
- Analyze situations quickly and objectively to determine proper actions to be taken.
- Deal courteously and fairly with the public.
- Write, read, and speak effectively.



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- Establish and maintain effective working relationships with other public officials, departmental members, and the general public.
- Deal with elected and appointed officials effectively and courteously and assist them as needed within City and Department policies and directives.
- Perform the duties of a Police Officer.
- Ability to provide information, give instructions, and respond to questions from the general public and City employees in order to enhance public relations and employee morale.
- May be required to work outside in extreme weather conditions.

### Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Pulling: Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.



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- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:  
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\_\_\_\_\_

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date