

# City of Manzanita, Oregon

## Position Description

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**Job Title:** Chief of Police

**FLSA:** Exempt

**Supervisor:** City Manager

**Type:** Full-Time

**Department:** Police

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### **General Statement of Responsibilities**

Plans, organizes, and directs the functions, activities, and operations of the City's police department. Develops, implements, and manages department policies and procedures. Directs and oversees the activities of department personnel. Facilitates acquisition of department vehicles and equipment. Performs law enforcement activities.

### **Supervision Received**

Works under the general supervision of the City Manager. May receive lead direction from the Assistant City Manager, in the City Manager's absence.

### **Supervision Exercised**

Supervises Police Department employees. Assigns and reviews work; alters the workloads of others to meet scheduling demands; evaluates performance and conducts appraisal interviews; and has the authority to hire and fire, or effectively recommend the same.

### **Examples of Duties - Essential Functions**

1. Conducts and oversees the performance of the City's law enforcement activities including responding to emergency incidents, conducting patrol activities, performing traffic enforcement, completing and reviewing police reports, and appearing and testifying in court.
2. Plans and develops law enforcement policies, procedures, and standards consistent with community needs, council goals, city manager direction, and department priorities. Updates the department's guiding documents (including policy manual).
3. Prepares and delivers documents and reports as needed/required including presenting updates and information to the City council, completing State required reports, and speaking to community groups when needed.
4. Prepares, recommends, and manages police department budget.
5. Establishes and maintains effective working relationships with other public safety agencies, City staff members, community and special interest groups, and the general public.
6. Maintains 24/7 availability to support law enforcement personnel and respond to incidents as needed.
7. Follows all safety rules and procedures for work areas.
8. Maintains effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.

9. Performs other related duties as assigned.

### **Screening Criteria**

#### **Education and Experience:**

- A High School Diploma, or equivalent, plus additional coursework in public administration, criminal justice, law enforcement, or related area;
- AND Ten years' experience as a law enforcement officer, including at least two years' law enforcement management/supervisory service experience;
- OR any satisfactory equivalent combination of education and experience which ensures the ability to perform the essential functions of the position.
- An Associate's Degree is preferred.

**Special Requirements/Licenses:** A valid Oregon driver's license and proof of an acceptable driving record is required. One of more of the following preferred at hire: DPSST Advanced, Management, Supervisory, or Executive Certificate. DPSST Management Certification is required within 2 years of hire.

**Knowledge of:** Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment. Considerable knowledge of applicable federal, state, and local laws and ordinances. Knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment including spreadsheets, database management, and word processing.

**Skills:** Basic computer skills, preferably in Microsoft Office Suite® products. Verbal and written communication skills. Skill in the application of supervisory and coaching practices and techniques in a law enforcement environment. Excellent interpersonal skills. Strong organizational skills.

**Ability to:** Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to analyze situations quickly and objectively and determine proper course of action. Ability to prioritize, delegate, and complete objectives with little functional oversight. Ability to maintain a high degree of discretion when dealing with confidential information. Ability to give credible testimony in a court of law concerning police actions taken. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to pass a pre-employment work capacity evaluation, criminal background check, and drug screen test. Ability to meet the physical demands of the position.

**Physical Demands of Position:** *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 25 pounds, occasionally move material over 25 pounds, and rarely move material over 50 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while

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operating a motor vehicle, radar, radio, flashlight, spotlight, as well as standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities. The position requires the ability to physically pursue and/or restrain suspects and unload, aim, and fire various types of firearms using right and/or left hand from a variety of body positions using both hands in a variety of body positions.

**Working Conditions:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee regularly performs work in external environments including unkempt residences and outdoor environments and is exposed to all types of weather conditions, smells, fumes, chemicals, and dust; including all times for the day/night. The noise level in the work environment may require hearing protection. Lighting conditions may require the use of flashlights and/or spotlights.

While performing the duties of this position, the employee may incur physical injury due to combative or resistant people, people armed with weapons, people under the influence of drugs/alcohol, and/or people with communicable diseases. Conditions may present high stress, threat to personal safety, and deadly force.

Employee will wear proper protective equipment in compliance with county policy and OSHA standards to include: body armor, gloves, masks, safety glasses, hearing protection, protective footwear and reflective vest where recommended/required.

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**SIGNATURES:**

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____	_____	_____
Incumbent Name	Incumbent Signature	Date
_____	_____	_____
Supervisor Name	Supervisor Signature	Date

Date Revised: December 2017

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