



THE TOWN OF EATONVILLE

Job Description

Division/Department: POLICE

Location: EATONVILLE POLICE DEPARTMENT

Job title: POLICE CHIEF

Reports to: CHIEF ADMINISTRATIVE OFFICER

Title: CHIEF OF POLICE

Level/Grade: R 19

POSITION# 521

SALARY-

Hour-

Type of position:

Full-time

Part-time

Contractor

Intern

Hours: 40/per week

Exempt

Non-exempt

POSITION SUMMARY:

Under the Administrative direction of the Chief Administrative Officer, performs highly professional administrative work involving the direction of the Public Safety Division and encompassing all activities related to the Town of Eatonville Police Department, including police patrol, police investigations, parking and animal control, dispatching, fire suppression, fire prevention and emergency rescue. The employee has considerable responsibility for planning, implementing, and directing departmental goals and objectives, formulating departmental policies and coordinating all administrative aspects of the departments. The employee is expected to perform research in order to study the social, economic and physical conditions of the Town as they relate to police and fire administration and is also expected to perform a highly responsible public relations function between the Town and the community at large. Work is performed with considerable independence and latitude and the incumbent is expected to exercise judgment and position requires specialized knowledge of the principles, procedures and techniques of public administration, as well as thorough knowledge of the laws and ordinances governing the local, state and federal levels.

ESSENTIAL JOB FUNCTIONS- * Plans, implements, and directs departmental goals and objectives; formulates departmental policies and procedures; responds to major emergency scenes and takes charge of operations as needed; supervises, directs and evaluates staff; enforces departmental rules and regulations and takes disciplinary action when required. Collects, organizes and analyzes data for research reports such as crime statistics, fire prevention, social and economic reports, etc.; plans implements needed police and fire programs and activities; develops and performs in-service training programs; coordinates with educational agencies for formal training of police and fire personnel; performs public relations functions between the Town and various civic agencies and other police and emergency departments; serves as department spokesman at various meetings and to the press and media; prepares and submits an annual budget representing all expenses of the Public Safety Division; directs the operation of the department budget and exercise control over expenditures; evaluates the need for and recommends the purchase of major new equipment and supplies, and/or building construction or repair; writes and produces media releases and advertising for the departments; answers questions and complaints from the general public; attends workshops and professional seminars, as required; performs other related duties as required. **(NOTE):** The omission of an essential

function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

KNOWLEDGE, ABILITIES AND SKILLS: Thorough knowledge of the principles, procedures, and techniques of police and/or fire administration; knowledge of the rules and regulations governing police and fire administration; knowledge of the rules and regulations governing police and fire departments and the laws and ordinances governing the local, state and federal levels; knowledge of the physical and social characteristics of the area; knowledge of budgetary development, administration and control.

- *Ability to plan, evaluate, assign, and coordinate departmental activities.
- *Ability to enforce departmental rules and regulation.
- *Ability to make decisions in accordance with departmental policy.
- *Ability to react quickly and calmly in emergency situations.
- *Ability to meet and work with the public and interpret and enforce the law.
- *Ability to perform statistical research, evaluate and analyze findings and form conclusions.
- *Ability to present ideas clearly and concisely, both orally and in writing.
- *Ability to establish and maintain effective working relationships with department heads, town employees, outside agencies, and the public.

ESSENTIAL PHYSICAL SKILLS: This is primarily sedentary work with periods of light physical effort. Requires sitting for long periods, standing and walking short distances; reaching, bending, and stooping; good finger/hand dexterity and hand/eye coordination; good eyesight, hearing and speech; may periodically work in adverse environmental conditions; regular driving of vehicle.

MINIMUM QUALIFICATIONS: Bachelor's Degree from an accredited college or university in Public Administration or related field, supplemented with formal training in modern police or fire prevention work. Police certification by the State of Florida. Five years administrative experience in police or fire administration. Master's Degree in Public Administration preferred. **MUST have a valid Florida Driver's License**