



City of Calhoun, GA

JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental to the performing of their duties just as though they were actually written out in this job description.

Police Chief

Department: Police
Pay Grade: 120
FLSA Status: Exempt

JOB SUMMARY

The Police Chief has the responsibility of working under the general guidance of the City Administrator. This position is responsible for the overall performance of the police department. Performs a variety of complex administrative, managerial and professional work in planning, coordinating, implementing, evaluating, and directing the activities of the Police Department.

ESSENTIAL JOB FUNCTIONS

- Provides leadership, ensuring that all functions within the Police Department are focused within an environment that is conducive to recognizing the creative attributes of all officers and civilians.
- Ensures that the department offers and maintains an effective and positive philosophy for the purpose of maintaining the highest possible level of credibility.
- Manages and leads police department staff, including administration, operations, civilian operations, and code compliance, directly or through subordinate supervisors using leadership skills.
- Maintain a visible leadership presence across all departmental divisions through regular interaction, observation, and engagement with staff.
- Responsible for all requirements listed in the City of Calhoun code of ordinances Chapter 2: Article IV: Division 9: Section 2-182.
- Responsible for developing, implementing, monitoring, and adjusting, as necessary, an effective communication system throughout the police department.
- Ensures compliance with changing requirements in local, state, and federal laws.
- Coordinates the preparation and presentation of an annual budget for the department.

- Direct the implementation of the department's budget.
- Ensures appropriate and adequate training and development of Department personnel.
- Handles grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Prepares and submits periodic reports to the City Administrator regarding department activities.
- Ensure that laws and ordinances are enforced and that the public peace and safety is maintained.
- Maintain a level of availability and community involvement that supports effective leadership, timely response to critical incidents, and active participation in City functions and public events.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in criminal justice, public administration, or a closely related field preferred; or an equivalent combination of education, training, and progressively responsible law enforcement experience. Requires a minimum of ten years of progressively responsible experience in law enforcement.

Licenses or Certifications:

Possession of a valid driver's license. POST certified and must maintain certification.

Knowledge, Skills and Abilities:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of modern management and leadership principles.
- Ability to train and supervise subordinate personnel.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with subordinates, peers and the City Administrator.
- Ability to operate the following: police car, police radio, personal computer including word processing software, handgun, and other weapons as required.

PHYSICAL DEMANDS

This position classifies the physical exertion requirements as primarily sedentary work involving lifting no more than 25 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Work can involve walking over uneven terrain, including outdoor environments and active incident scenes. Bend, stoop, kneel, or reach as needed during field inspections or incident response. Maintain sufficient physical mobility and stamina to respond to emergency situations when necessary.

WORK ENVIRONMENT

As a Police Chief, Work is performed in a combination of office, municipal, and field settings. The position requires regular attendance at meetings, public events, crime scenes, emergency incidents, and training exercises. Exposure to inclement weather, loud noise, moving traffic, hazardous materials, communicable diseases, and potentially violent situations may occur. The position requires availability for emergency response and may involve irregular work hours, including evenings, weekends, and holidays.

The City of Calhoun has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. The City of Calhoun does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.