

# POLICE MAJOR

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Position Code: 2820

WC Code: 7720

FLSA Status: Exempt

Pay Grade: 777 (\$53,793 - \$84,129)

Location: Police

Approval Date: 2010

## **General Statement of Duties**

An employee in this class contributes to the social and economic well being of our community by working in partnership with citizens to keep Mooresville a safe place to live and work while performing difficult administrative and law enforcement work and a wide range of general law enforcement duties.

## **Distinguishing Features of the Class**

Employees in this class manage the administrative and operational activities at the division level. Employees may be required to act as the Chief of Police in his absence. Responsibilities include researching and recommending departmental policies; performing short and long range planning; preparing and administering budgets; representing the department at various functions; keeping citizens informed about important matters; developing positive relationships with formal and informal leaders; soliciting feedback from external customers to ensure good customer service; conducting, overseeing and directing internal and citizen complaints investigations; and facilitating staff discussions to improve performance and address issues. Work requires comprehensive knowledge of law enforcement management, substantial judgment, and independent initiative. May serve as a critical incident commander or assigned a general command in an Emergency Operations Command center. Work involves frequent public interaction requiring professionalism, tactfulness, fairness, decisiveness and cultural sensitivity. Work is performed in accordance with accepted law enforcement principles, departmental policy, local ordinances, state and federal law, and constitutional guarantees. Employees are required to review the responsible judgment and actions exercised by staff in the deployment of force or any other high liability situations. Employees are occasionally subject to hazards associated with law enforcement work to include being assaulted, handling dangerous or emotionally distressed individuals, and exposure to dangerous traffic conditions. An employee is also subject to environmental hazards such as exposure to loud noises, hazardous spills with fumes, oils, gases, or flammable liquids, extreme hot and cold weather, and infectious diseases. Work is subject to the final OSHA standards on bloodborne pathogens and hazardous materials. Work is performed in accordance with departmental policy and state and federal law, supplemented with specific directions from the Police Chief. Work is performed under the general supervision of the Police Chief and is evaluated through

observation of staff activities, discussion of goal achievement and strategies, and review of division accomplishments.

### **Duties and Responsibilities**

Focus on and promote the strategies of the Department; inspiring their staff to accomplish divisional goals; and ensuring the division's adherence to the values that guide the Department. Oversees all activities within the division; participates in the development of policies and procedures of the Department, assigns, motivates, counsels and evaluates employee performance; conducts disciplinary conferences when required; ensures proper training for all unit personnel.

Prepares and administers division and/or department budget.

Reviews Citizen Satisfaction surveys and develops action plans to address deficiencies.

Researches, drafts, and recommends policies and procedures related to division supervised or to entire department; chairs committees, task forces or other groups charged with drafting policies and procedures, solving problems, recommending solutions, resolving conflicts, etc; prepares and administers or participates in grant requests and administration.

Supervises staff engaged in a wide variety of law enforcement activities through subordinate supervisors; provides technical guidance, performance coaching and evaluation; participates in hiring process including testing, interviews, background investigations; recommends employee promotions and salary adjustments; takes and/or recommends disciplinary actions; ensures proper training and certification of all assigned staff; recommends staffing levels and requirements; monitors and controls overtime.

Evaluates organization structure, programs, priorities, staff assignments, current philosophies, resource allocation, policies, procedures and goals and recommends improvements; researches and identifies criminal, traffic, and other enforcement and prevention needs and recommends and implements remedial action.

Coordinates special events with various Town staff and community groups; reviews and issues parade and other permits under the direction of the Police Chief; coordinates assignment of staff to special functions and projects.

Conducts investigations of citizen complaints and internal policy violations.

Completes mandatory state and federal in-service training.

Performs the duties of any subordinate in their absence or when immediate action is warranted.

Performs other duties as assigned.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills, and Abilities**

Extensive knowledge of modern law enforcement principles, practices, methods and equipment.

Thorough knowledge of the ever changing state and federal laws, local ordinances and policies of the police department and the Town, especially relating to the mandatory state regulations in managing a police department, FLSA, ADA, OSHA, Homeland Security, HIPPA, DCI, and other federal and state employment and regulatory laws.

Thorough knowledge of modern and effective leadership practices of motivation, communication, counseling, discipline, performance evaluation, and collaborative problem solving.

Thorough knowledge of the Department's Strategic Plan.

Thorough knowledge of the physical, economic and social characteristics of the Town.

Considerable knowledge of the National Incident Management System and Incident Command System.

Considerable knowledge of scientific crime detection and criminal identification methods and procedures.

Considerable knowledge of computers including the use of specified police computer programs.

Considerable knowledge of the Town's personnel policies, budget and purchasing procedures, and effective supervisory practices.

Skill in the use of conflict resolution strategies and facilitation of meetings.

Skill in the use of firearms and other police equipment and in the application of self-defense tactics.

Ability to act with sound judgment and direct others in routine and emergency situations.

Ability to present effective court testimony and make public presentations.

Ability to prepare clear and concise administrative and activity reports.

Ability to build and maintain cooperative and effective working relations with the public, co-workers, and public officials.

### **Physical Requirements**

Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

Must be able to perform medium work exerting up to 50 pounds of force occasionally; 20 pounds of force frequently; and 10 pounds constantly.

Must possess the visual acuity to operate a police vehicle and distinguish details and differences when observing people, places or things in law enforcement work; and to prepare and review a variety of records and reports.

### **Minimum Education and Experience**

Graduation from an accredited college or university with a four year degree in criminal justice and six years of supervisory experience in law enforcement; or an equivalent combination of education and experience.

### **Special Requirements**

A valid North Carolina driver's license

Eligible to possess an Advanced Law Enforcement Certificate issued by the North Carolina Justice Training and Standards Commission

Completion of an Executive Leadership/Management Course sponsored by a Leading Law Enforcement Education Provider within one year of promotion