

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Police Assistant Chief

**CLASS CODE:** 2536

#### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification perform highly responsible and complex executive management duties in assisting the Chief of Police in planning, directing, managing and overseeing the activities and operations of the St. Louis Metropolitan Police Department. Directly managing the Bureau of Community Policing, including field operations and investigations, support services, and general administration. Also, coordinates activities with other City departments and outside agencies.

#### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level service classification in the Police Services Series – Executive Officer Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of tasks. The distinguishing characteristics of this classification within the series include execution of the budget and assignment of personnel.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

#### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinates these operations with other functions within the agency, and ensures program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Assumes full management responsibility for all of the Bureau of Community Policing services and activities, including all Police districts, patrol support units, traffic units, special assignments, operational planning, emergency management, and the housing authority unit; and recommends and administers policies and procedures.

Serves as "acting" Chief of Police when designated.

Assumes responsibilities as law enforcement "Incident Commander" on any large scale deployment of Department resources.

Formulates the development and implementation of goals, objectives, policies, and priorities for the Bureau of Community Policing in compliance with statutory laws and community expectations.

Oversees the selection, assignment, scheduling, productivity, performance, development, and discipline of personnel assigned to the Bureau of Community Policing.

Coordinates the operations of the Bureau of Community Policing with other Bureaus within the Department and with other government and community-based organizations to maintain effective and efficient operations.

Personally handles or delegates, as appropriate, difficult, high-priority, sensitive or emergency tasks.

Accompanies or represents the Chief of Police and the Department with citizen groups and other agencies.

Maintains effective communication within the Department and within the community.

Performs other duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

#### **Data Utilization:**

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

**Human Interaction:**

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as firearm, baton, hand-held radio, motor vehicle, personal computer and/or related police equipment used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as crimes and happenings report, manpower status update, city personnel and police manuals, Missouri criminal code and routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; requires the ability to interpret descriptive statistics.

**Functional Reasoning:**

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease, or pathogenic substances.

**Physical Requirements:**

Requires the ability to lift, carry, push and pull objects and materials of moderate weight of twelve (12) to twenty (20) pounds, such as office equipment.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling in order to perform patrol duties.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks, such as observing conduct between officers and the public.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.