

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Police Major

CLASS CODE: 2532

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are directly responsible and perform complex executive management duties as the Commander of an Area Station, patrol support section or administrative bureau by planning, organizing, staffing, directing, and controlling work of assigned units to accomplish immediate objectives as well as to reach long-range Community Policing goals.

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 related tasks. The distinguishing characteristics of this classification within the series include the delivery of program objectives through subordinate supervisors.

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.

Supervises Area Station Captains or Bureau supervisory civilians in the performance of their duties, and confers daily with subordinate personnel. Plans, coordinates, and supervises the activities of one or more Districts comprising several sections, special units, and squads.

Prepares summaries and reports of divisional operations and investigations. Plans, assigns, and directs the work of support staff and Area Station or Bureau civilian personnel.

Makes daily reports to the Assistant Chief of Police concerning the previous twenty-four (24) hour activities of the Districts within the Area Stations or divisions within the civilian Bureau, with emphasis on any major incidents, investigations, and related matters.

Makes periodic inspections of Area Station, District or Bureau personnel, facilities or equipment.

Advises on and ensures appropriateness of disciplinary actions and other personnel related matters. Approves leave and work schedules of subordinate personnel.

Directs the preparation of the annual budget of the Area Station, support section or Bureau divisions.

Serves as liaison with other department divisions, business and community groups, and governmental agencies.

May respond to major incidents to provide assistance and guidance.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to manage and direct a large group of employees, which may include first-line supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

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 motor vehicle, firearm, nightstick, hand-held radio, explosives, personal computer, and/or related office and police equipment used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as police reports, evidence sheets, warrant applications, budgets, billing invoices, audit reports, city personnel and police manuals and non-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 influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

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 paper boxes or explosives.

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

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials and tasks, such as observing an officer apprehend a suspect.

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.