

CITY OF BLAINE	
<u>POSITION IDENTIFICATION</u>	<u>POSITION DESCRIPTION</u>
TITLE:	Safety Services Manager/Police Chief
DEPARTMENT:	Police Administration
STATUS:	Full-time Exempt

POSITION SUMMARY

Under general supervision and direction of the City Manager, this licensed, management position is responsible for the effective supervision and management of a modern, community-oriented suburban police department and safety services divisions (Community Standards: fire marshal, fire inspection, code enforcement, rental licensing). Utilizing the best available police and management practices, this person is responsible for the enforcement of state and city laws which normally fall within the province of the police department. In addition, this person will design and implement an imaginative and effective program of community intervention and crime prevention, while motivating police personnel to the highest standards of personal and professional performance.

Major contacts are county, city, state, and federal law agencies and subordinate personnel, City staff, general public, City attorney, and court officials.

A. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Creatively and enthusiastically plans, directs, assigns, supervises, inspects, and evaluates the work of the police and community standards departments.
2. Selects, directs, assigns, motivates, develops, evaluates, and disciplines subordinate personnel.
3. Plans, directs, and assigns resources to develop prevention and community relations programs by working with staff and community groups.
4. Works collaboratively with staff to develop and prepare department goals and objectives.
5. Measures and interprets community needs to develop programs that respond to community needs.
6. Work cooperatively with the fire chief to direct, prepare, and implement City-wide emergency management activities.
7. Prepares annual budget for department and controls expenditures so they are consistent with approved budget.
8. Demonstrates and promotes a cooperative work effort with other city departments, appropriate community groups, and other law enforcement agencies.
9. Supervises the use and care of equipment used by the departments.
10. Directs preparation of required reports on departmental activities and operation.
11. Investigates and evaluates complaints regarding the conduct of department personnel or policy and regulations.
12. Defines and communicates department rules, regulations, and operating policies with optimum input from staff.
13. Serve as a backup to the City Manager regarding the management of the Spring Lake Park-Blaine-Mounds View (SBM) Fire District contract.
14. Provides staff direction and supervision for safety services employees.
15. Work collaboratively as a member of the Anoka County Joint Law Enforcement Council (JLEC).

B. OTHER DUTIES AND RESPONSIBILITIES

1. Directs active departmental safety meetings on an on-going basis and requires adherence to all safety regulations.
2. Participates as member of the management team.
3. Performs other duties as assigned by the City Manager.

ACCOUNTABILITY FOR SUPERVISION:

- Selects new employees for whom accountable.

- Defines and clearly delegates work assignments to personnel in terms of work methods, service required, and standards of performance expected.
- Reviews the work performance of employees on a continuing basis.
- Establishes and maintains a working climate and a level of discipline in which assigned employees are effectively and enthusiastically motivated to work up to their full potential.

These examples are intended only as illustrations of various types of work performed, and are not necessarily all inclusive. The job description is subject to change as the needs of the employer and requirements of the job change.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Considerable knowledge of principles and practices of modern police administration and operation of police department.
2. Considerable knowledge of equipment used in police work.
3. Considerable knowledge of scientific methods of crime detection and criminal prevention.
4. Considerable knowledge of federal, state, and local laws which are under the jurisdiction of the police department.
5. Considerable ability to plan, assign, supervise, and review the work of the police force in the performance of their duties and to instruct them in the best methods of doing their work.
6. Ability to analyze, interpret, and enforce federal, state, and local laws and court decisions.
7. Ability to prepare technical reports that are factual, understandable, logical, concise, and objective.
8. Demonstrates leadership abilities which convey and stimulate enthusiasm, initiative, creativity, and genuine concern for the welfare of the community.
9. Ability to communicate effectively, in English, both verbally and in writing.
10. Ability to maintain positive labor relations environment.
11. Demonstrates ability to initiate and maintain positive, collaborative relationships with management staff, community groups, and subordinate personnel.
12. Demonstrates ability to initiate and maintain positive relationships with all public contacts.
13. Ability to motivate others by encouraging creativity and the pursuit of excellence.
14. Ability to clearly define problems and demonstrate creativity, decisiveness, and imagination in solving them.
15. Ability to anticipate problems and take diplomatic, preventative measures.
16. Demonstrates ability to solicit and attend to concerns and opinions of community groups and individuals.
17. Demonstrates ability to be open, receptive, and approachable in both formal and informal situations.

MINIMUM REQUIREMENTS

1. Associates of Arts degree in Law Enforcement, Criminal Justice or closely related field.
2. Ten years of experience as full-time police officer.
3. Three years of experience as Police Chief or five years of experience in a high level command position in this department or a larger department, which includes successful community-oriented programs, demonstrated initiative, and creative leadership.
4. Possess or be eligible to acquire a Minnesota Peace Officers Standards and Training (POST) Board License by date of hire.
5. Valid Minnesota driver's license.

DESIRABLE REQUIREMENTS

1. Bachelors of Arts degree in Police Administration, Law Enforcement, Public Safety, Criminal Justice or closely related field.

The position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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

Physical Factors	Code		Environmental Factors	Code	
Standing Stationary	F		Work Alone	F	
Moving About	F		Work With Others	F	
Sitting	F		Work Around Others	F	
Physical Strengths and Demands			Public Contact	F	
Lifting-Push & Pull While Stationary			Shift Work		
<i>Sedentary-up to 10 lbs</i>	O		Extended Day	O	
<i>Light Work-11 to 20 lbs</i>	V		Inside	C	
<i>Medium Work-21 to 50 lbs</i>			Outside	O	
<i>Heavy Work-51 to 100 lbs</i>			Confined Area		
<i>Very Heavy-over 100 lbs</i>			Extreme Hot		
Carrying-Push & Pull While Moving About			Extreme Cold		
<i>Sedentary-up to 10 lbs</i>	O		Wet and/or Humid		
<i>Light Work-11 to 20 lbs</i>	V		Noise		
<i>Medium Work-21 to 50 lbs</i>	V		Vibration		
<i>Heavy Work-51 to 100 lbs</i>			Mechanical Equipment		
<i>Very Heavy-over 100 lbs</i>			Electrical Equipment		
Climbing	V		Pressurized Equipment		
Balancing	O		Burning Material/Equip		
Stooping	O		Explosive Material/Eq		
Kneeling	O		Radiant Energy		
Crouching	V		Moving Objects		
Crawling	V		High Places		
Reaching	O		Fumes/Odors		
Twisting - Sitting	F		Dirt/Dust		
Twisting - Standing	F		Gases		
Handling	O		Poor Ventilation		
Fingering	C		Other (specify)		
Feeling	C		Other (specify)		
Talking	C				
Hearing	C				
Seeing - Near Vision	C				
Seeing - Far Vision	C				
Seeing - Depth Perception	C				
Seeing - Accommodation	C				
Seeing - Color Vision	C				
Seeing - Field of Vision	C				
Smelling	C				
Walking	F				
Reading	C				
Driving	O				
Other (specify)					
Other (specify)					
			Codes:		
			Blank - Not Present		
			V = Very Infrequent - 1 to 2 times a week		
			O = Occasional - Up to 1/3 of time a week		
			F = Frequent - 1/3 to 2/3 of time		
			C = Constant - More than 2/3 of time		

**Americans With Disabilities Act
Physical and Environmental Job Factors**