

Title: Assistant Police Chief

Organization: City of Pensacola

Department: Police Department

Location: 711 Hayne St. Pensacola, FL 32501

Recruitment Range: \$80,017.60-\$95,014.40 dependent on knowledge and experience

Details: \*\*\*This executive position is exempt from Veteran's Preference according to FL Statute 110.205 (2) (j)\*\*\*Open until Filled\*\*\*If the position is not filled by the close date listed, it will remain open until filled\*\*\*This has been re-announced to expand the applicant pool. If you have previously applied, there is no need to reapply\*\*\*

Application Open Date: Friday November 22, 2019 4pm

Application Close Date: Friday December 27, 2019 11:59pm

Please apply through the City of Pensacola Job Website: [www.pensacolacityjobs.com](http://www.pensacolacityjobs.com)

### **Job Description:**

This is highly professional and administrative work as the principal staff assistant to the Police Chief. Acts as Police Chief in the absence of the Police Chief. The Assistant Police Chief is responsible for assisting the Police Chief in the day-to-day operations, to include directing, organizing, and coordinating the activities of the Police Department. Independent judgment and initiative are required. Employee supervises professional, technical, and clerical employees in a variety of projects. Work is assigned and evaluated by the Police Chief.

### **Minimum Qualifications:**

- Graduation from an accredited college or university with a Bachelor's Degree in the appropriate discipline, and
  - Five (5) years of law enforcement supervisory experience, two (2) of which must have been in a command level capacity.
- Or
- Combination of education, training, and/or work experience equal to or higher than the requirements listed above as determined by Human Resources.

### **Necessary Special Requirements:**

- Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.
- Possession of an active law enforcement certification is required.

**Job Responsibilities:**

- Plans, organizes, coordinates and supervises the work of subordinate employees.
- Assists in the preparation of the annual budget for the Police Department.
- Formulates policies and regulations in consultation with subordinate supervisory employees, and with the concurrence of the department director.
- Confers with commanding officers to transmit departmental directives and objectives.
- Effects authorized procedural changes.
- Provides advice or assistance with difficult or unusual problems.
- Prepares technical and administrative reports.
- Studies crimes and other reports to determine trends.
- Takes personal charge of major incidents where unusual or very difficult circumstances exist, in the absence of the Police Chief.
- Acts as liaison with Federal, State, local and other agencies.
- Performs related work as required.

**Knowledge, Skills, and Abilities:**

- Thorough knowledge of pertinent principles, practices, methods, materials, tools and equipment applied in police administration and police operations.
- Thorough knowledge of department rules and regulations.
- Thorough knowledge of pertinent Federal, State and local laws and ordinances governing the activities of the Police Department.
- Extensive knowledge of the City, including its geography, types of business activities, and areas of high crime incidence.
- Skill in dealing with problems concerning public relations and the ability to foster public confidence and interest in the work of the department.
- Skill in the use of firearms and other police equipment.
- Ability to gather, correlate and analyze facts and devise solutions.
- Ability to prepare clear, concise, and comprehensive reports.
- Ability and willingness to effectively speak before public groups on topics related to the Department and law enforcement.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain effective working relationships with associates and the general public.

**City of Pensacola Employee Benefits**

- 16 Hours of Paid Time Off earned at the end of each month that roll over each year up to 500 hours
- 12 Paid Holidays: New Year's Day (January 1), Martin Luther King Jr's Birthday, President's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and the day after Christmas
- 2 Additional Paid Personal Holidays every year starting in January
- 1 Additional Paid Day of Leave at every 5 year interval of service (Anniversary Day)
- Paid Funeral Leave: Up to 3 days
- Paid Jury Duty Leave: Up to 2 weeks
- \$10,000 Life Insurance Coverage at no additional cost (extra coverage at affordable rates)
- Florida Retirement System Investment/Pension Plan
- Optional Affordable Health Benefits: Health Insurance, Vision, and Dental (Single and Family coverage)
- Annual Performance Merit Pay Increases
- Enhanced Benefits for Senior Executives
- Tickets at Work Employee Discounts
- Verizon Wireless Cell Phone Discounts
- Dell Computer Discounts
- MyPensacola Credit Union on site ATM machine, no monthly checking fees, low cost prepaid legal services and consultations
- Free employee workout area with treadmills, elliptical machines, bike, and weight training area
- Employee of the Month Awards
- On site Food Trucks at City Hall
- Beautiful views of water from City Hall
- Located in the heart of Downtown Pensacola
- 20 minutes from Pensacola Beach