



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

DEPUTY CHIEF

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : PE2

CLASS SUMMARY:

The Deputy Chief is a public safety management professional in a four level Management Series. Incumbents plan, direct, and organize the operations of a departmental division ~~or bureau~~.

Responsibilities include implementing and coordinating department operations consistent with annual goals and action plans, setting operational procedures and standards, implementing employee development strategies, and performing administrative assignments including budget development and implementation and special projects as assigned. Incumbents perform field response duties as directed.

Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation of subordinates.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
 - ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
 - ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.
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ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Develops rules, procedures and policies, leads the administration of Lexipol, and develops and coordinates new projects related to programs and technology.
- Coordinates administrative and operational support assignments, monitors effectiveness and may perform the duties of a police officer or firefighter responding to in progress calls or assisting patrol officers or firefighters with their duties, depending on assignment.
- Develops long and short-range strategic and action plans and prepares operating budget and capital expenditure needs related to programs and projects including recommendation of purchasing.

*Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Supervises departmental staff as assigned, including coordinating and directing work flow, making work assignments, and training; making disciplinary and hiring recommendations; and conducting performance evaluation.
 - Manages fleet services for public safety.
 - Attends public meetings, presents to Council and community groups, and serves as a department liaison with community groups, other city departments, law enforcement and fire agencies, the employee associations and emergency management.
 - Performs customer service for inquiries and complaints; coordinates special events as assigned; acts in the absence of the Director at community meetings as assigned.
 - Performs other duties of a similar nature or level.
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Training and Experience (positions in this class require):

A Bachelor's Degree in a related field and seven years of related experience including three years of supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C

The Deputy Chief of Police (additional requirements)

- Oregon Police Officer Certificate
 - Oregon Police Supervisory Certificate within 1 year of appointment
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Knowledge (positions in this class require):

Knowledge of:

- Conflict resolution;
 - Major emergency incident command;
 - Police and fire administration principles and practices;
 - Current police and fire operational techniques;
 - Budget management principles and practices;
 - Emergency management;
 - Effective and efficient public relations and conflict resolution;
 - Educational methods and instructional techniques;
 - Personnel policies and procedures and labor contract provisions;
 - Personal computers and related software programs;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
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Skills (positions in this class require):

Skill in:

- Public speaking and presentation;

- Project and budget management practices.
 - Executing police and fire public safety methodology;
 - Advanced incident command inclusive of major strategy, tactics, operations, planning, incident mitigation and recovery;
 - Use of investigative equipment and firearms;
 - Use of emergency medical equipment;
 - Using a computer and related software applications;
 - Providing positive, effective leadership and supervision to staff;
 - Appropriate and effective independent decision making;
 - Reading, revising and interpreting policies and procedures;
 - Problem analysis and solution by applying critical thinking methods;
 - Instructing classes, and developing and leading training activities;
 - Appropriate and effective independent decision making;
 - Supervision of staff;
 - Maintaining confidentiality;
 - Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
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Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, pushing, pulling, grasping, talking, hearing, and seeing, fingering and repetitive motion.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Additional Requirements:

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Incumbents must pass a full public safety background investigation, psychological evaluation, pre-employment physical and drug screen.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379

Revised March 8, 2018

