

City of Fernandina Beach  
Job Description

  
City Manager's Signature  
9.18.14  
Date

Title: Police Chief  
Department: Police Department  
FLSA Status: Exempt  
Reports to: City Manager  
Pay Grade: 144

**Minimum Qualifications**

- A. Education and Experience:  
Bachelor's Degree from an accredited college or university in Police Science, Criminology, Law Enforcement, Public Administration, or a closely related field required. Ten (10) years in law enforcement and responsible administrative positions required, with three (3) years at the level of Chief or Assistant Chief or in a responsible supervisory capacity in a comparable department with a record of successfully setting and accomplishing goals and objectives. A comparable amount of training, education or experience can be substituted for the minimum qualifications.
- B. Certifications:  
Florida Law Enforcement Certification and valid Florida Driver's License required. Secret clearance from FBI preferred.
- C. Knowledge, Abilities, and Skills:  
Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment required; thorough knowledge of applicable laws, ordinances, departmental rules and regulations required. Proficiency in Microsoft Office Suite a plus. Must have high level of interpersonal skills. Position requires demonstrated good judgment, tact and diplomacy. Must be able to interact and communicate effectively with individuals at all levels of the organization, other government agencies, and the public.

**General Description**

Performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of the Police department.

**Essential Functions**

1. Plan, coordinate, supervise, and evaluate police department operations.
2. Ensure that laws and ordinances are enforced and that public peace and safety is maintained.
3. Develop policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the City manager.

City of Fernandina Beach  
Job Description

  
City Manager's Signature

9-10-14

Date

4. Plan and implement a law enforcement program for the City in order to better carry out the policies and goals of the City commission and City management; review department performance and effectiveness; formulate programs or policies to alleviate deficiencies.
5. Coordinate the information gathered and work accomplished by officers; assign officers to special investigations as the needs arise based on their specific skills.
6. Advise and assist police officers in non-routine criminal and other investigations.
7. Ensure that personnel are assigned to shifts or work units which provide for optimum effectiveness.
8. Hire, train, develop, and appraise staff effectively. Take corrective action as necessary on a timely basis and in accordance with City policy. Consult with Human Resources as appropriate.
9. Actively promote diversity in the workforce.
10. Coordinate and supervise the training, assignment, and development of officers.
11. Handle grievances, maintain departmental discipline, and ensure the proper conduct and general behavior of assigned personnel.
12. Meet with elected or appointed officials, other law enforcement officials, community and business representatives, and the public on all aspects of the department's activities.
13. Handle complaints promptly; establish and maintain favorable public relations.
14. Attend or designate personnel to attend conferences and meetings to keep abreast of current trends in the field; represent the Police department in a variety of local, county, state, and other meetings.
15. Cooperate with County, State, and Federal law enforcement agencies as appropriate.
16. Review evidence and information on witnesses and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or associations with other cases. Direct investigation of major crime scenes.
17. Supervise and coordinate the preparation and presentation of an annual budget for the department; direct the implementation of the budget; plan for and review specifications for new or replaced equipment.
18. Protect assets by monitoring and enforcing inventory controls; control expenses effectively.
19. Direct the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police department operations.
20. Perform routine administrative functions.
21. Ensure compliance with federal, state, and local legal requirements by researching existing and new legislation and consulting with advisors. Advise City manager of actions and potential risks.
22. Prepare and submit periodic reports to the City manager regarding the department's activities; prepare other reports as appropriate.

City of Fernandina Beach  
Job Description

  
City Manager's Signature  
9-10-10  
Date

23. Keep up-to-date on information and technology affecting functional areas to increase innovation and ensure compliance.
24. Coordinate activities with other City departments; attend and participate in administrative meetings as required
25. Ensure compliance with OSHA Safety and Health rules
26. Other duties as assigned.

**Essential Physical Skills**

Acceptable eyesight and hearing (with/without correction); driving; ability to communicate both orally and in writing. May be required to exercise field control in special circumstances. Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**Environmental Conditions**

Primarily works inside in an office environment; at times may work in outside weather conditions.

Key Competencies: Integrity, Business acumen, Professional knowledge, Analysis, Interpersonal skills, Communication (oral and written)