

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Police Chief	<b>Job Family:</b>
<b>General Classification:</b> Management	<b>Job Grade:</b>

**Definition:** As Police Chief, provide leadership to plan, direct, and manage the activities of the Police Department in a wide range of law enforcement and public safety-related functions and activities; provide highly responsible and technical staff assistance to the City Manager; and perform related work as required.

**Distinguishing Characteristics:** This position serves as a department head for the Police Department, including providing executive leadership for all divisions, programs, and services within the Department.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Provides leadership, vision, and direction to Department and command staff, including responsibility for Department planning and goal setting; develops, implements, and reviews departmental and division goals, objectives, strategies, policies, and procedures in order to provide quality police services to the community.
2. Organizes and manages personnel, facilities, equipment, technology, and other resources of the Police Department in order to provide police services that are responsive to the needs of the City and the community.
3. Maintains a competent and motivated workforce through establishing and implementing training, development, evaluation, and disciplinary procedures and guidelines.
4. Coordinates municipal policing activities with those of other agencies; establishes and maintains mutually productive working relationships with residents, community/business groups, schools, and other criminal justice and public safety organizations.
5. Monitors and evaluates the efficiency and effectiveness of the organizational structure, staffing patterns, service levels, and administrative functions; and identifies opportunities for improvement and enhanced coordination and collaboration with other agencies to meet the current and future needs for public safety services.
6. Maintains awareness of new trends and developments in the field of municipal policing, incorporating new developments as appropriate.

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7. Advises and assists Police personnel in nonroutine investigations and participates in the resolution of problems or emergencies of an unusually difficult and complex nature.
8. Advises and informs the City Manager and City departments on issues pertaining to activities and issues of the Department and represents the City in such matters before advisory bodies, civic groups, and other organizations.
9. Assures coordination of leadership among local agencies, including mutual-aid agreements and developing shared services.
10. Selects, assigns, trains, directs, and evaluates assigned staff, including managers, supervisors, sworn, and nonsworn professionals and others.
11. Provides leadership to secure the trust and support of the community; and promotes awareness and understanding of community policing within the community.
12. Directs the development and administration of the Department budget, ensuring it is consistent with Department and City goals.
13. Prepares and reviews a variety of complex statistical and narrative reports, correspondence, and other documents.
14. Performs other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Philosophies, practices, and principles of modern police administration and methods; law enforcement and policing theory, principles, practices, and their application to a wide variety of community-based services and programs; methods and techniques used in providing fair and impartial community-based policing services; principles and practices of leadership, motivation, supervision, team-building, and conflict resolution; principles and practices of administrative analysis and policy development and implementation; City governmental structure and management; and management and operation of a City department.

Ability to: Develop, implement, and maintain municipal policing policies and procedures; organize and manage City departments; select, develop, motivate, and direct departmental staff; proactively and independently identify and develop effective, innovative approaches to address community and organizational needs and opportunities; establish and maintain effective working relationships with those contacted in the course of work; work collaboratively with others; communicate effectively orally and in writing; and prepare and administer departmental budget.

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**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Training and experience equivalent to a bachelor's degree in public administration or law enforcement, or a closely related field, and five years of increasingly responsible law enforcement management experience. Two or more of those years must have been at the rank of Lieutenant or higher. A POST Management Certification and a master's degree and/or formal leadership training, such as graduation from Stanford's Local Governance Institute or Leadership Academy, Harvard's Senior Executives in State and Local Government, or similar program, is strongly preferred.

**Required Licenses or Certificates:** Valid California Driver License. Ability to maintain California POST Peace Officer certification eligibility.

Established: March 1, 2011

Revised: March 2023

HRD/CLASS SPECS

Police Chief