

City of Fort Worth, Texas Job Description

Classification Title	Assistant Police Director		
Job Code:	AD1121	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	06/25/15
FLSA Status	Exempt	Date Revised:	05/17/16

GENERAL SUMMARY

Assists in planning, directing and managing the activities, employees and operations of the Police Department. Coordinates assigned activities with other departments and outside agencies. Provides complex administrative support to the Police Chief.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in the review of reports, plans and documents drafted by staff members; prepares and finalizes written communications, administrative regulations, departmental publications and brochures and training materials.
4. Assists in directing and managing the development and implementation of departmental goals, objectives, policies and priorities; and explains, justifies and defends department programs, policies and activities.
5. Establishes appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
6. Assesses and monitors the quality, responsiveness, efficiency and effectiveness of assigned programs, service delivery methods and procedures; and works with employees on the continuous improvement of city services.
7. Reviews and develops programs and recommendations with respect to the Administrative Services Bureau of the Police Department. Reviews all significant

reports, plans, and documents drafted by staff members; and directs the writing of new rules and regulations and/or proposals for new programs or projects.

8. Responds to citizen complaints and follows-up on issues to ensure responses are communicated and action is taken.
9. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; directs and implements changes; serves as project leader of assigned programs and projects; and tracks and monitors progress on assigned projects.
10. Participates in the development and administration of the department's annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments.
11. Represents the Police Department, Administrative Services Bureau to other departments, elected officials and outside agencies.
12. Serves on a variety of boards, commissions and committees, as required; and prepares and present staff reports and other necessary correspondence.
13. Performs other related duties as required.
14. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Principles and practices of program development and administration.
 - Principles and practices of municipal budget preparation and administration.
 - Principles of supervision, training and performance evaluation.
 - Computer and applicable software.
 - Pertinent federal, state and local laws, codes and regulations.
- Skill in:
 - Organization and time management.
 - Strategic and critical thinking.
 - Problem solving and decision making.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Assist in the managing and directing assigned area or programs.
 - Assist in select, supervising, training and evaluating subordinate employees.
 - Participate in the development and administration of department goals, objectives and procedures.
 - Assist in preparing and administering large multi-fund budgets.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Interpret and apply federal, state and local policies, laws and regulations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university in Public Administration, Business Administration or related field and six years of increasingly responsible public administration experience, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.