

EXHIBIT 'C'

CITY OF EMERYVILLE

Created: June 1995

Revised: August 2006

TITLE: CIVILIAN DIVISION COMMANDER

Job Code: 1035

DEFINITION:

To manage, direct, budget, plan and coordinate the activities and operations of the division of the Police Department; to coordinate assigned activities with other divisions, City departments, outside agencies, the general public and the business community; provide highly responsible and complex staff assistance to the Police Chief and to perform related duties as required.

Class Characteristic:

Receive general direction from the Police Chief. Exercises direct supervision over assigned sworn, technical and clerical staff. This position is at-will, and serves at the pleasure of the Appointing Authority.

Essential and Related Function Statements – Essential and other important responsibilities may include, but are not limited to the follows:

Coordinate the organization, staffing, and operational activities; including personnel management, training, budget and other specialized departmental programs.

Participate in the development and implementation of goals, objectives, policies, and priorities; identify resource needs; develop, recommend and implement new programs, policies and procedures.

Select, train, motivate and evaluate administration personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination.

Direct, coordinate and review the work plan; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures.

Develop and administer the department budget; recommend funding necessary for staffing, equipment and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Coordinate activities with those of other divisions, departments, outside agencies and organizations.

Prepare and present staff reports and other necessary correspondence; make oral presentations

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before a variety of public and private organizations including citizen groups, the City Council and business organizations.

Participate in disciplinary matters and labor negotiations; serve as liaison with Human Resources and City Attorney's office.

Serve as a liaison with public and private organizations, community groups and other social organizations.

Receive and respond to complaints and questions from the public relating to Police Department administrative policies; research, analyze and review problems and recommend corrective actions; prepare summary reports as required.

Prepare comprehensive technical records and reports; conduct research and comprehensive data collection efforts to support analysis.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of police administration.

Act as Department Head in the Police Chief absence.

Act as an Incident Commander in critical incidents.

Perform related duties as required.

QUALIFICATIONS

Knowledge of operational characteristics, services and activities of a law enforcement agency ; principles and practices of personnel administration including supervision, evaluation and training; methods of research, program analyses, and report preparation; principles of municipal budget preparation and administration; public relation techniques; pertinent Federal, State, and local laws codes, regulations and ordinances.

Ability to manage and coordinate the work of assigned sworn, technical and clerical staff; select supervise, evaluate and train staff; interpret and explain City and department policies and procedures; direct the development and implementation of various training programs; understand the organization and operation of law enforcement and of outside agencies as necessary to assume assigned responsibilities; research, analyze and evaluate programs, policies and procedures; prepare clear concise reports; communicate clearly and concisely, both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of the work.

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EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of administrative and analytical experience in a municipality, including some supervisory experience.

Education:

Equivalent to a Bachelors degree from an accredited college or university with major course work in public administration, or a related field.