

POLICE LIEUTENANT

JOB SUMMARY:

Responsible for all operations of the Kirby Police Department, working under the direction of the Police Chief.

FLSA STATUS: Exempt

REPORTING RELATIONSHIP:

Reports to: Police Chief
Supervises: Patrol, Investigations, Telecommunications and Administrative staff

ESSENTIAL JOB FUNCTIONS:

- Directs and coordinates the work of all Divisions of the Police Department; handles personnel issues; disciplinary action; citizen complaints; manpower needs; division problems; requests for funding; and policy development/review. Should be prepared to assist an Officer in any situation.
- Organizes daily work; performs routine review and approval of payroll, overtime, material and cash requisitions, and other paperwork; reviews and responds to correspondence and phone calls.
- Attends City Council meetings and other community functions as needed; acts as liaison when coordinating with other local, County, State, and Federal agencies in the absence of the Police Chief.
- Provides direction for the Department in policies and procedures and human resource issues; long- and short-range planning for the department.
- Assists with research and administration of department grants
- Performs related duties and fulfills responsibilities as required.

ADDITIONAL FUNCTIONS OF THE JOB:

- Creates statistical reports.
- Conducts statistical analysis.
- Conducts internal investigations.
- Participates in criminal investigations as needed.
- Perform routine patrol as needed.

QUALIFICATIONS:

- Must have a high school diploma or GED.
- Must hold a least an Advanced Peace Officer Certification
- Bachelor's Degree preferred.
- A minimum of ten years Law Enforcement experience required.
- At least five years of supervisory experience preferred.

PHYSICAL REQUIREMENTS:

Physical requirements may include:

- Standing/Walking: Walking required for communicating with other divisions, obtaining information, attending meetings in other buildings. Walking indoor buildings conditions are concrete or tile. Outdoor conditions are gravel, dirt and concrete.
- Sitting: While in meetings, handling office paperwork, utilizing telephone, computer, calculator, etc.
- Reaching/Handling/Fine Dexterity: Reaching is required when utilizing telephone, computer calculator and files. Required when operating computer and calculator.
- Vision: Required to perform all tasks associated with this job.
- Pushing/Pulling: Required when pushing and pulling 1 – 5 lbs. of exertion for opening filing cabinets and desk drawers.
- Kneeling/Crouching/Crawling/Bending/Twisting: To obtain files from lower drawers in files and when obtaining supplies from lower shelves. While handling files, operating computer and copiers, and when utilizing the telephone.
- Climbing/Balancing: Required for climbing steps to and from vault and records storage area.
- Hearing/Talking: Required for talking on the telephone and in person to employees and other persons.
- Foot Controls: Driving is required for educational meetings and seminars; to and from work.
- Lifting/Carrying: Occasional lifting of computer paper boxes, storage boxes, computer equipment. Occasional carrying of bound reports, computer printouts, supplies, and notebooks.

WORK LOCATION AND HOURS:

- Multiple indoor/outdoor locations and varied hours. Must be able to work weekends, holidays, and overnight hours as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- The theories, principles and practices of leadership, supervision and training involved in the management of a City Department.
- Police Department organization, mission, objectives, policies, procedures, and operations.
- Contemporary management techniques for planning, organizing, leading, and inspecting.
- Contemporary legal issues such as criminal laws, labor laws, and civil laws that affect police agencies.
- Facilities, equipment, and personnel needed to provide police services and operations.
- Local, state and federal laws as applicable to municipal law enforcement.
- Municipal budget preparation and planning methods and techniques.
- Operation of a personal computer and job-related software to include Microsoft Office and Excel.
- Basic Working knowledge of ARC-GIS or the ability to become proficient within one year of hire.