



# Town of Mount Airy

## DEPUTY CHIEF

**JOB TITLE: Deputy Chief**

**SALARY RANGE: \$90,000.00 - \$98,197.00**

**DEPARTMENT: Police (Certified Position)**

**FLSA STATUS: Exempt**

**Job Summary:** Performs a variety of administrative and operational tasks to facilitate the smooth operation of the Department; oversees the Patrol function of the police department and manages all special events; manages personnel issues; monitors budget; ensures active and appropriate management of all criminal investigations; reviews and approves operational plans dealing with patrol operations, enforcement details and special events; and, performs other duties as assigned by the Chief.

**Essential Tasks include the following:**

1. Plans, organizes, and assigns all Patrol activities, enforcement details, and special events occurring in the Town.
2. Ensures the proper execution of activities and the optimal productivity of staff.
3. Responds to major crimes and emergencies occurring in the Town and manages departmental responses on a 24/7 basis, as needed.
4. Provides direct administrative and operational management to all units and personnel.
5. Participate in the development of departmental budget and goals.
6. Performs a variety of personnel-related tasks, including personnel selection, performance evaluation, and counseling of staff.
7. Serves as liaison with news media and responds to media inquiries.
8. Reviews, edits, and formulates policies, rules, and regulations for the department.
9. Serves as the liaison with the citizenry and businesses of the Town of Mount Airy; assists with special events, such as parades or any other function requiring traffic/parking control and public safety.
10. Screens and investigate public and internal complaints regarding departmental employees in accordance with the Law Enforcement Officers' Bill of Rights.
11. Performs all duties required of a sworn police officer as circumstances require.
12. Maintains dialogue with local, State and Federal Criminal Justice Agencies.
13. Keeps supervisor informed of unusual or detrimental situations and recommends appropriate correction action.
14. Maintains positive relationships with Town and department staff and the public.

15. Grant request preparation and monitoring.
16. Oversight of operations in Evidence Property Control Management.
17. Maintains and audits Asset Seizure files and related expenditures.
18. Keeps informed on current police and management practices by attending workshops and educational programs or reading specialized literature; and
19. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Thorough knowledge of the Town of Mount Airy's policies and procedures.
2. Acts as a representative of the Town of Mount Airy to the public.
3. Knowledge of effective and sound investigative techniques:
4. Working knowledge of Federal, State, County, Town, and departmental rules, laws, regulations, ordinances, policies, and procedures pertinent to police work.
5. Supervise, plan, and coordinate the work of diverse staff to accomplish Departmental goals and objectives.
6. Knowledge of budget preparation and management.
7. Establish and maintain effective working relationships and successfully communicate with other staff members and members of the public, especially during high-pressure or high-stress situations.
8. Understand and interpret written and oral instructions and present to others effectively.
9. Certified skill and ability to safely and effectively use prescribed weapons.
10. Establish priorities and organize workload effectively and efficiently.
11. Maintain a pleasant and productive working atmosphere.
12. Respond properly in emergency situations and to complete assignments under pressure.
13. Prepare accurate and timely reports.
14. Keep relevant parties informed of major issues and recommend changes as appropriate.
15. Operate standard police equipment, including police radio and relevant computer systems, including hardware, software, and office machines.
16. Possess a valid driver's license.
17. Ability to run a mile and lift 20 lbs.; excellent hearing and eyesight corrected or uncorrected to at least 20/30.
18. Position may require shift work assignments covering a 24-hour per day period. Shift assignments may be changed without notice to address operational needs; and
19. Position may require 24-hour on-call availability in the event of an emergency.

**Education and Experience:**

1. Bachelor's Degree preferred but not required; a minimum of 8 years of police supervisory or management experience required.
2. Maryland Police certification; Supervisor School and Administrator certification by MPTC or comparable certification.
3. 15 or more years of relevant experience.
4. Held the rank of Lieutenant or above.
5. Valid driver's license.

**Physical/Mental Demands and Environmental Conditions:**

1. Work requires occasional demand for physical effort in the handling of equipment

- up to 20 pounds.
2. The work involves minor risks or discomforts which require special safety precautions, e.g., working around moving vehicles, aggressive human behavior, etc., avoidance of trips and falls, observance of fire and building safety regulations and observance of traffic signals when driving.

I have reviewed and understand the Deputy Chief job description and believe it to be accurate and complete. I understand that the Town of Mt. Airy retains the right to change the job description as it deems necessary. I will follow and adhere to my job description to the best of my ability.

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Employee

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Date

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Supervisor

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Date