

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: POLICE CAPTAIN (Job Code 670).

GENERAL STATEMENT OF JOB

Under the direction of the Chief of Police, performs administrative and management duties in support and administration of the Police Department's law enforcement efforts. Employee functions at the discretion of the Chief of Police. Position is responsible for planning, evaluating, developing, and monitoring goals and objectives of various components under charge. Employees in this class perform all responsibilities incumbent upon a sworn law enforcement officer of the state. The incumbent also utilizes a wide scope of independent judgment and sound decision-making. May be authorized to assume the duties of the Chief of Police when directed.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Represents the Chief of Police by serving as designee within and outside the city on special boards/committees, and by attending briefings, special events, seminars, and other meetings as required or directed.

Plans, evaluates, develops, and monitors goals and objectives of components under charge.

Prepares for and participates in staff meetings with the Chief of Police, conducts component staff meetings and attends other department staff meetings as required or directed.

Reviews orders, policies, and procedures, providing input and recommendation to the Chief of Police, and formulates and implements new rules/goals/objectives in coordination with other components commanders to ensure components are not adversely affected.

Recommends to the Chief of Police ordinance changes, in service transfers, promotions, and entry level hiring, and maintains responsibility for selection, staffing, productivity, performance, and discipline of component personnel.

May assist in development of the annual budget, working collaboratively with subordinate commanders, monitors the administration of all finalized budget and controls and administers the requisition of agency equipment and supplies.

Prepares employee performance evaluations for immediate subordinates.

Functions as a primary information resource for the general public through personal contact at social functions, in civic meeting, by phone, and correspondence, and for the media.

Conducts inspections as required by the General Orders and oversees all department inspections and inventories.

Maintains current knowledge of governmental purchasing methods, department inventory and surplus procedures and department contracts with outside entities.

Knowledge of the department computer system and associated applications.

Prepares and/or reviews numerous administrative/operational reports.

Coordinates and/or participates in the City's comprehensive emergency response plan.

Facilitates administrative procedures including, but not limited to personnel issues, disciplinary proceedings, grievance arbitration, etc.

Conducts and/or oversees administrative investigations and inquiries.

Remains available via telephone or portable radio for any emergencies or other situations involving department members during off-duty hours.

Performs related work as required, including law enforcement emergency response.

MINIMUM TRAINING AND EXPERIENCE

High school diploma or equivalent, active Florida Law Enforcement Officer certification, two (2) years of continuous experience at the Police Lieutenant level with the Margate Police Department, a minimum of sixty (60) semester or ninety (90) quarter hours or an Associate's Degree in Criminal Justice, Public Administration, Management, or related field, all from a nationally or regionally accredited college or university recognized by the United States Department of Education, Office of Postsecondary Education. Must successfully complete all applicable Civil Service requirements.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, some lifting and carrying objects of light to heavy weight (5-100+ pounds). Physical agility and fitness for performing emergency response duties that require potential exertion, i.e., subduing subjects, climbing fences.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, city and department administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; understand and interpret statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of administrative and operational responsibilities of a municipal police department.

Knowledge of federal laws, statutes, and local ordinances.

Knowledge of crime prevention techniques.

Knowledge of First Responder and CPR techniques.

Knowledge of effective supervisory principles and techniques.

Knowledge of criminal laws including those relative to search, seizure, arrest, and rules of evidence.

Knowledge of methods and practices of investigation and administration.

Knowledge of reports and record maintenance principles and practices.

Knowledge of the duties of Chief of Police.

Knowledge of the department computer system and associated applications.

Knowledge of governmental bidding and purchasing methods.

Knowledge of the department computer system and associated applications.

Skilled in the care and safe operation of a variety of firearms, impact weapons, and chemical agents.

Skilled in the operation of motorized vehicles under adverse conditions.

Ability to understand and follow oral and written instructions.

Ability to communicate effectively with superiors, subordinates, and the general public.

Ability to analyze situations quickly and objectively.

Ability to determine proper courses of action within the established framework of policies and procedures.

Ability to learn the geography of the city and surrounding areas.

Ability to maintain composure under emergency situations.

Ability to work effectively under stressful conditions.

Ability to exercise discretion.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date