



Class Code: Managerial
Grade: 62
FLSA: E
WC Code: 8810
EEO Code: 4
EEO Job Category: Professional

CITY OF LAUDERHILL, FLORIDA JOB DESCRIPTION

JOB TITLE: POLICE MAJOR

GENERAL STATEMENT OF JOB

The purpose of this position is to provide leadership and supervision to assigned sworn and civilian employees, under the general supervision of the Chief of Police or designee. Employees in this classification are sworn law enforcement officers who perform administrative, supervisory and professional tasks. Position is responsible for directing, managing, coaching and developing those within their purview, in various Divisions within the Police Department. Performs other duties as assigned.

ESSENTIAL FUNCTIONS

The following knowledge, skills, and abilities, 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.

Leads, supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, and completing/reviewing employee performance appraisals; prepares reports, forms, and correspondence; assists with investigating complicated incidents, provides motivation, and develops a positive morale environment.

Manages and directs, either personally or through subordinate supervisors, police operations and administrative activities of the assigned Division or function within the Department, ensures that staff understands the impact and effect of responsibilities.

Performs various administrative tasks and participates in decisions relating to staffing, allocation of personnel and other personnel management matters.

Leads preparation of long range strategic and tactical management plans; establishes goals and objectives for department and individual divisions; develops and implements departmental policies, standard operating guidelines, and training plan; conducts staff and other meetings to appraise progress towards goals and objectives and to address problems and concerns.

Assists with annual budget preparation; administers and monitors expenditures for fiscal compliance.

Engages in public relations and community service activities and events to promote a positive image for the department and to build cooperative and collaborative relationships with the community; responds to questions, complaints, and requests for information by telephone or in person from merchants, community/civic organizations, the general public, employees, superiors, and other individuals.

Oversees and commands critical incidents involving police operations.

Communicates policies, procedures, and guidelines of department; provides direction, advice, and guidance to personnel under charge; provides leadership to other department personnel.

Establishes and maintains positive public relations; represents department at official meetings such as, but not limited to, Homeowner Association Meetings, Employee Advisory Committee meetings, and employee discussion groups and workshops.

Liaises with other City Departments and Managers to discuss issues of mutual concern.

Performs routine office functions such as filing, faxing, answering phones, and copying.

Performs related duties as directed.

MINIMUM QUALIFICATIONS

- State of Florida Law Enforcement Certification; AND
- Valid State of Florida Driver License; AND
- Bachelor's Degree or must obtain within thirty-six months (or the City Manager may grant an extension at their discretion); AND
- ~~OR Ten (10) Four (4) years of experience in command or supervisory position at the rank of Lieutenant or higher,* with the City of Lauderhill Police Department; OR~~
- ~~The Chief of Police, at their discretion, may consider~~ A current Police Lieutenant with the City of Lauderhill who has combined ten (10) years of previous Law Enforcement supervisory experience at a Federal, State, Local, or Military organization.
- ~~Valid State of Florida Driver License;~~
- ~~State of Florida Law Enforcement Certification.~~

*Time served in an acting role of Lieutenant does not count toward the ~~ten (10)~~ years of experience in a command or supervisory position at the rank of Lieutenant or higher.

If no applicants meet the minimum qualifications, an equivalent combination of education, training, experience, and preferred qualifications may be considered.

ADDITIONAL REQUIREMENTS / ENVIRONMENTAL FACTORS

Driving Requirements: The ability to drive and operate a personal or City vehicle for extended periods of time, including utilization as field office; and to enter and exit the vehicle various times throughout the day.

Physical Requirements: The ability to exert extremely heavy physical effort in very heavy work, which may involve some combination of climbing, balancing, stooping, kneeling, crouching, crawling, and/or lifting, carrying, pushing, and/or pulling of objects and materials in excess of 100 pounds.

Motor Coordination: The ability to coordinate eyes, hands, and feet to utilize and operate City vehicles, tools, equipment, and machinery.

Sensory Requirements: The ability to perceive and differentiate audio and/or visual cues or signals; and to perceive and differentiate depths, and/or textures.

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

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

Communication: The ability to effectively communicate with City employees, stakeholders, and the general public verbally and/or in writing as needed to exchange information, coordinate work activities, and resolve matters.

Functional Reasoning: The ability to apply principles of rational systems, such as motivation, incentive, and leadership; to interpret instructions furnished in written, oral diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: The ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, measurable, verifiable, or subjective criteria.

Data Conception: The ability to coordinate, manage, strategize, and or correlate data and/or information; and to exercise discretion in determining actual or probable consequences, and in identifying solutions or alternatives.

Mathematical Aptitude: The ability to add, subtract, multiply, divide, and calculate numbers, decimals, and percentages; and to interpret numerical data and graphs to create reports and/or develop forecasts.

Environmental Factors: Essential functions are performed with varied exposure to adverse environmental conditions (i.e. cold, heat, rain, sunlight, humidity, noise, dirt, odor, fumes, disease, pathogens, traffic hazards, animals, wildlife, violence, and/or explosives).

EQUAL OPPORTUNITY EMPLOYER

The City of Lauderhill, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Lauderhill 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.

VETERANS' PREFERENCE

Certain servicemembers and veterans, and the spouses and family members of such servicemembers and veterans, receive preference and priority in the City's hiring process. Additionally, certain servicemembers may be eligible to receive waivers for postsecondary educational requirements in employment by the City.