



Police Major

EEO Class Code: First/Mid Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department: Police

Supervises: Police Lieutenant

Position Reports To: Chief of Police

Sworn: Yes

Job Specifications

NATURE OF WORK

Under general direction, performs administrative and operational work in planning, directing and evaluating the activities and operations of a specific bureau or division within the Police Department oversees budgetary, administrative and supervisory functions; and performs other related duties and special projects as assigned.

STATE OF EMERGENCY

When normal operations of Town departments are suspended or interrupted due to a declaration by the Mayor that a state of emergency exists, all employees will be deemed critical by the Town. For the preparation and/or continuation of emergency operations or for special work detail, employees deemed necessary shall be required to work. This is a condition of employment.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Police Major include, but are not limited to:

- Oversees proper scheduling of all divisional personnel; and approves assignment and manpower distribution for division responsibilities.
- Prepares, administers, and monitors the bureau budget and approves all expenditures.
- Conducts research and strategic planning functions.
- Analyzes type and severity of crime occurring throughout the Town and makes recommendations for patrol strength adjustments. (depending on assignment).
- Responds to major crime scenes or incidents and fulfills all requirements of a certified sworn officer.
- Reviews deadly force and physical confrontation incidents. (depending on assignment)
- Evaluates and analyzes bureau problems and recommends and implements solutions.



- Oversees selection of staff, completes employee performance appraisals, evaluates assigned staff, and reviews and recommends disposition of discipline.
- Plans, formulates, and revises policies. Investigates and responds to complex or sensitive citizen complaints. Attends community meetings with citizens as required. (depending on assignment)
- Performs other related duties as assigned.
- Any/all other assignments from the Chief of Police.

KNOWLEDGE, SKILLS, ABILITIES

The Police Major should possess the following knowledge, skills, and abilities:

- Knowledge of the issues and trends within the Town.
- Knowledge of the theories, principles and practices of modern Police administration and law enforcement methods.
- Knowledge of municipal government organization and administration.
- Knowledge of the geography of the Town.
- Knowledge of federal, state and Town laws governing Police operations, custody of prisoners, search and seizure, and the rules of evidence.
- Knowledge of departmental policies and procedures.
- Skill in budget preparation and management.
- Skill in the use of handgun and self-defense.
- Skill in the use of computers and related software.
- Skill in both verbal and written communication.
- Skill in planning, organizing and managing the operations and staff of a bureau or division.
- Skill in analyzing Police issues and effective resolution or preparation recommendations.
- Skill in preparing accurate and comprehensive reports.
- Ability to speak at neighborhood meetings, business associations and clubs or organizations to provide information on department initiatives and programs.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Criminal Justice Management, Public Administration, or a related field. Master's Degree preferred.
- Minimum of ten (10) years as a law enforcement professional, of which a minimum of three (3) years must be in a capacity of Lieutenant or higher.
- Requires active Florida law enforcement certification, or the ability to re-instate within a reasonable time.
- Florida Criminal Justice Standards and Training Commission Certificate of Compliance in Law Enforcement required.
- Valid Florida Driver's License required, or with the ability to obtain a Florida driver's license within thirty (30) days of employment.
- An equivalent combination of education and experience may be considered.

SPECIAL DRIVING REQUIREMENTS

- Have not lost any driving privileges by reason of revocation, suspension or denial of license, or have been convicted and/or had an adjudication withheld of three or more moving violations.



- Have had one DUI (Driving Under the Influence) in any preceding twenty-four (24) month period. License suspension of two weeks or less or suspensions based only on non-moving violations that have been cleared will not automatically result in revocation of driving privileges.
- Have not had more than one DUI (conviction or adjudication withheld) in Florida or any other state within the past ten (10) years.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to heavy lifting may be required.
- Frequent need to walk, run, lift, and climb.
- Work involves potentially hazardous, controllable, and life-threatening situations.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area
- Ability to work in a computer station for an extended period
- The physical environment requires the employee to work inside and outside in heat/cold, wet/humid, and dry/arid conditions.
- May be requested to work nights and weekends for special Town events, Commission meetings/workshops, emergencies, and other Town-related activities.
- May be potentially exposed to hostile environments.

The Town of Pembroke Park is an Equal Opportunity Employer that does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.