



## **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.*