

**CLASS SPECIFICATION**  
**Assistant Police Chief**

FLSA Status: Exempt  
Union Representation: Nonrepresented

**GENERAL PURPOSE**

Under general direction, plans, organizes, directs and evaluates the activities and personnel of one of the Police Bureau's major divisions: Operations, Investigations or Operations Support; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class manage one of the following three major bureau divisions: Operations, Investigations or Operations Support. Incumbents work closely with the Police Chief and the civilian Director of Police Services as the bureau's executive management team. Duties may include assuming the duties of the day-to-day management of the Police Bureau in the Chief's absence. Incumbents are appointed to this class by the Police Chief from the rank of Captain. (Note: This is a premium pay assignment. Assignments are made at the sole discretion of the bureau director. Employees so assigned may be removed from the position without a statement of cause and shall have no appeal rights.)

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the assigned division; with subordinate managers, develops, implements and monitors work plans to achieve division mission, goals and performance measures; directs the development of and monitors performance against the biennial division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.
3. Provides leadership and works with supervisors to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Enforces, through subordinate officers, federal laws, state statutes and city ordinances within the City of Portland; coordinates efforts of the bureau, other agencies and community groups in assuring awareness of crime prevention throughout the city.
5. Meets with officials and citizens on bureau administrative matters; serves as a member of law enforcement committees, boards and ad hoc groups; negotiates and coordinates with other agencies on critical and complex matters.
6. Ensures division compliance with bureau policies, procedures and regulations through the inspection and audit process.
7. Participates with other bureau managers and staff in the development and implementation of initiatives, policies and programs to strengthen community partnerships, public awareness, crime prevention and support for bureau programs and policies.
8. Participates in and leads division efforts in the development and implementation of technology and information systems to improve bureau effectiveness and performance.
9. Ensures division effectiveness in successfully carrying out the goals and objectives of the bureau's community policing program.
10. Coordinates and liaisons with the Bureau of Emergency Communications to ensure the Police Bureau's dispatching needs are met.
11. Plans, directs and evaluates the bureau's training and staff development program.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Theory, principles, practices and techniques of police administration, criminal justice, modern patrol and criminal investigation techniques, and crime prevention.
2. Theory, principles, practices and methods of community policing.
3. Principles and practices of public administration, including budgeting, purchasing and the maintenance of public records.
4. Principles and practices of effective management and supervision.
5. Research methods and analysis techniques applicable to a municipal law enforcement agency.
6. Effective community and public relations methods and practices.

### **Ability to:**

1. Plan and direct the activities and personnel of a large, complex municipal law enforcement function.
2. Analyze and make sound recommendations on complex management issues.

3. Understand, interpret, explain and apply relevant city, state and federal laws, ordinances and regulations.
4. Present information, proposals and recommendations clearly and persuasively.
5. Represent the bureau effectively in negotiations.
6. Establish and maintain effective relationships with elected official, City executives and managers, labor organizations and their representatives, officials of other governmental agencies, community and business organizations, the media, employees and the public.
7. Prepare clear, concise and comprehensive reports, studies and other written materials.
8. Exercise sound expert independent judgements within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive, complex and often confidential issues and situations.
10. Manage a large, diverse staff of technical, professional, sworn and civilian personnel.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in police science, law enforcement, criminal justice, public administration or a closely related field; and at least four years of progressively responsible law enforcement management experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

5144 ASSISTANT POLICE CHIEF Adopted: 7/01/90; Revised 7/01/92

June 2009 - Change Job Class number from 7941 to 30000784, due to system change.