

**CLASS SPECIFICATION**  
**ASSISTANT POLICE CHIEF**

**PAY GRADE: 62**  
**CLASS CODE: 30003093**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to the Deputy Chief of Police. Under general policy direction, plans, organizes, directs and evaluates the activities and personnel of a branch in the Portland Police Bureau (PPB). Classification is exempt from Civil Service.

Responsibilities include: assisting the Deputy Chief of Police with establishing the strategic direction, mission, and operations of the Bureau; planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating goals and standards; budgeting and exercising fiscal control; directing personnel and operations; acting as the Deputy Chief of Police in their absence. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Assistant Police Chief is an executive-level management classification reporting to the Deputy Chief of Police.

Assistant Police Chief is distinguished from Deputy Chief of Police in that the latter is responsible for supporting the Police Chief in leading the Portland Police Bureau and the former is responsible for a branch within the PPB.

Assistant Police Chief is distinguished from Police Commander by the former's role in policy development and implementation, responsibility for the overall management and operations of assigned branch, and the latter's strategic and operational support provided to the Assistant Police Chief.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Work closely with the Deputy Chief of Police to support setting and carrying out the vision, mission, and objectives for the PPB; assist in developing strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
2. Represent the City and the PPB to other Bureaus/Offices, the public, elected officials, other agencies, other jurisdictions, committees, community groups, and organizations; make presentations; chair and participate in law enforcement meetings, committees, and boards; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; develop and maintain external relationships; respond to sensitive citizen and media questions, feedback, and requests for information.

3. Prepare strategic and tactical work plans; develop and execute special projects impacting PPB operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and PPB plans, budgets, and policies; perform complex, specialized financial, revenue, budgetary, and management studies and analyses.
4. Plan, organize, manage, direct, and evaluate the assigned branch and work of staff; complete annual performance reviews.
5. Coordinate with internal and external organizations to promote crime prevention strategies, strengthen community partnerships, public awareness, and support of PPB activities.
6. Enforce federal, state, and local laws within the jurisdiction of the City, and in coordination with other law enforcement agencies.
7. Supervise, participate in, and approve the development and administration of the PPB budget; forecast resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues and expenditures; implement mid-year or other adjustments.
8. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and PPB's mission, objectives, and service expectations; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society; ensure that employees are provided with guidance and opportunity to correct deficiencies, and appropriate discipline procedures are implemented.
9. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on PPB programs within assigned branch; ensure PPB compliance with policies, procedures and regulations.
10. Work closely with Bureau of Emergency Communications to ensure adequate police communications, including police dispatching.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under general policy direction by the Police Chief and reports directly to the Deputy Chief of Police.

Directly supervises a minimum of one (1) Police Commander or equivalent position. Indirectly supervises staff assigned to subordinate Commanders, Captains, and Lieutenants.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles and practices of leadership, strategic planning, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the PPB.
2. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
3. Thorough knowledge of modern methods, techniques, and theories used in community policing and patrol, investigations and special operations, criminal justice, crime prevention, emergency response services, and related public outreach.
4. Knowledge of relevant statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
5. Ability to manage functions and operations including personnel management and budget administration, and apply program practices to diverse and complex police management services.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
7. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.

8. Ability to analyze and make recommendations in complex situations, including active shooter, mass casualty events, and other emergency settings.
9. Ability to manage a diverse staff of technical, professional, sworn, and non-sworn police-service personnel.
10. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
11. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
12. Ability to utilize City-specific technology and general office software.
13. Ability to navigate sensitive political environments.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Bachelor's degree from an accredited college or university with major course work in law enforcement, criminal justice, business administration, public administration, or related field;

AND

**Experience:** Four (4) years of increasingly responsible public safety or police management experience, at the level of Commander, Captain, or its equivalent, including three (3) years of leadership experience in a complex and diverse police service organization.

### **Special Requirements and/or Qualifications:**

A valid state driver's license.

Certification as a police officer by the State of Oregon.

Management certification as described in OAR 259-008-0076.

### **Preferred Qualifications:**

Management experience working for a public agency.

An advanced degree or professional certification in a field related to law enforcement and public management (e.g., Executive Certificate DPSST, IACP/OACP Association Certification, Mark Hatfield Executive Certificate) may be preferred for certain positions.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: