

# Manor Township

## Job Description

TITLE: Police Chief

### GENERAL SUMMARY:

Under general direction, plans, organizes, coordinates and directs the Manor Township Police Department including supervision of all police employees in performance of job duties and promotes a positive, cooperative working relationship both internally and externally to Manor Township.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Supervise Police Sergeant, Detective Sergeant, Police Corporal, Police Officer, Police Administrative Assistant, Police Secretary, and Police Records Administrator in performance of duties and responsibilities; schedule and assign work, approve leave, administer discipline in accordance with policy and procedure, establish performance evaluation system, evaluate performance, provide direction, schedule hearings, communicate changes in laws and regulations to Officers, review non-routine reports, assist with investigation or apprehension of offenders, and work toward resolution of non-routine problems.
2. Direct and coordinate activities of police department consistent with the direction from the Township; develop department policy and procedure to comply with changing laws, regulations and police management principles; promulgate and enforce rules and regulations; communicate with local, state and federal enforcement agencies to obtain information or assist with investigation; ensure the department provides courteous and expedient customer service to the general public and municipal staff.
3. Prepare and oversee department budget and long range planning; present recommendations, control department expenditures, prepare budget reports; inventory department supplies and equipment;
4. Develop and administer public safety programs to address community needs that promote public confidence; work closely with other law enforcement agencies to collect data and analyze crime statistics to determine trends; speak with community groups to promote public safety. Maintains clear chain of command and clear channels of communication within the department and other law enforcement and emergency agencies.
5. Prepare reports for Township Manager and Board of Supervisors; e.g. report on department activities, crime statistics, department expenditures, etc.; attend Board of Supervisors meetings as requested. Ensure actions and communications of the police department are consistent with Township direction; plan, direct and coordinate the work of the police department to meet short- and long-term goals consistent with township direction; safety objectives in concert with the township's strategic priorities. Demonstrate a "hands on, can do" attitude to the position. Works to increase the morale level of the department.
6. Develop and administer public relations programs to advance community awareness of police department services; meet with business owners, community groups and residents.
7. Live in acceptable proximity to township building and be available to respond quickly in a variety of situations.

### EDUCATION OR EMPLOYMENT REQUIREMENTS:

Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is graduation from a college or university with a degree in police science or administration, experience in administrative capacity within a police department, and an accomplished record of police work which demonstrates

exceptional knowledge and skills in police work, strong interpersonal skills, and compliance with ethical standards for a police officer. Ten years of progressively responsible police management experience, including at least five years of supervisory experience in a law enforcement setting. Must have satisfactorily completed training required under Act 120. Must remain on-call for emergencies on a 24 hour basis. Must have MPOETC certification. Possession of a valid drivers' license from the State of Pennsylvania department of Motor Vehicles.

KNOWLEDGE:

- Comprehensive knowledge of police administration and community policing.
- Comprehensive knowledge of management principles and practices including goals and objectives development, program development and implementation, work organization and delegation and employee supervision.
- Comprehensive knowledge of local, state and federal laws pertaining to law enforcement, including local traffic ordinances, state vehicle codes, state and federal crime codes and rules of criminal procedures court interpretations, investigation, and patrol.
- Thorough knowledge of Township geography.
- Principles and practices of budget development and administration.
- Thorough knowledge of public relations principles.

SKILLS:

- Use of firearms and weapons approved for department.
- Computer operation

ABILITIES:

- Ability to establish cooperative atmosphere as leader of a work unit.
- Ability to apply supervisory principles to solve practical, everyday problems.
- Ability to establish effective relationships with outside law enforcement agencies, elected officials and the public.
- Ability to communicate effectively in oral and written form (i.e. knowledge of word meaning, ability to comprehend and construct sentences and paragraphs of related ideas.)
- Ability to add, subtract, multiply and divide, and understand decimals and fractions.
- Ability to guard confidentiality of police information.
- Ability to evaluate recommendations of subordinates and information in context of facts and circumstances, determine accuracy and relevance, and take decisive action.
- Ability to perform duties for extended periods of time under stressful conditions.
- Ability to successfully complete annual in-service training required under Act 120.

WORKING CONDITIONS:

Work is performed in normal but busy office environment. Attendance at evening meetings is frequently required (i.e. monthly Supervisors meetings, etc). Travel to various Township facilities and work sites is frequently required. Work frequently involves responding to angry, frustrated or upset individuals.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job.

REPORTING RELATIONSHIP: Township Manager

SUPERVISES:

Police Sergeant, Detective Sergeant, Police Corporal, Police Administrative Assistant, Police Officer, Police Secretary, and Police Records Clerk