

# POSITION DESCRIPTION

## *Police Chief/Emergency Management Director*

<b>Department:</b>	Police
<b>Division:</b>	Administration
<b>Grade:</b>	31
<b>Bargaining Unit:</b>	Non-Union
<b>FLSA Status:</b>	Exempt
<b>Reports To:</b>	City Administrator
<b>Date:</b>	March 2026

### **General Purpose**

Under limited direction, this position performs complex supervisory and administrative work; develops and implements the Emergency Management Program; and is responsible for the supervision, coordination, and direction of all functions and operations of the Police Department.

### **Complexity**

The overall complexity of this position is advanced. While performing the normal duties of this job, work demands great depth of analysis to identify the nature and extent of problems, develop new methods, and deal with many variables including some that are unclear or conflicting. This is in addition to work that requires many different processes and methods.

### **Responsibility**

#### Supervision

Limited direction is provided while performing the normal duties of this job.

This position exhibits formal supervisory responsibilities as a manager in charge of multiple diverse functions. Supervises all police department employees.

#### Impact

While performing the normal duties of this job, this position's work affects the work of other experts, influences important professional or administrative activities of the City, or impacts the wellbeing of many groups of people.

### **Job Duties or Essential Functions**

The essential functions of the position include, but are not limited to the following:

- Plans, directs and coordinates all operations and activities of the Police Department.
- Develops procedures, policies, rules and regulations for the department.
- Performs or effectively recommends the hiring, transfer, suspension, promotion, discharge, assignment, direction of work, discipline, and adjustment of other employee's grievances on behalf of the employer.
- Plans, develops, audits, implements and evaluates police service programs.
- Performs general office work; and implements department directives.
- Develops, maintains and tests the City's Emergency Operation Plan.

- Reviews the preparation of Police Officer training programs.
- Coordinates with Mower County dispatching for the utilization of property for joint law enforcement.
- Prepares and directs the operation of department activity and operation's special reports.
- Prepares department budget estimates and recommendations; administers budget appropriations; and the emergency management budget.
- Develops and establishes citywide warning systems for emergency situations.
- Coordinates the department's services and communication systems.
- Maintains inventory and utilization record of emergency management equipment.
- Meets with Law Enforcement Officials on investigative matters and with residents for specific counseling information and procedural problems.
- Actively pursues and solicits additional funding sources for the department.
- Performs the duties of subordinate personnel as needed.
- Handles complaints; and advises the public of their legal rights.
- Meets with Council Committees to coordinate department activities.
- Speaks to civic and school groups and the general public in regard to the community's Law Enforcement concerns.
- Prepares informational materials for public use.
- Performs other duties as assigned.

This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

### **Minimum Qualifications**

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.

#### Education

Four-year Bachelor's Degree in Criminal Justice or related field.

#### Experience

Seven (7) years of law enforcement experience.

#### Trainings, Certificates and Licenses

- Minnesota Driver's License
- Peace Officer Standards and Training License

#### Other

- No Felony convictions and disqualifying criminal histories within the past seven years
- Must be able to read and write the English language
- Must be able to render credible testimony in a court of law

## **Desired Qualifications**

The requirements listed below are representative of the formal education, experience and training preferred in order to exceptionally perform all of the functions of this position.

### Education

Four-year Bachelor's Degree in Criminal Justice or related field.

### Experience

Seven (7) years of law enforcement experience, with public safety leadership experience.

### Trainings, Certificates and Licenses

- Minnesota Driver's License
- Peace Officer Standards and Training License

## **Required Physical Abilities and Work Conditions**

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

### Hazards

While performing the duties of this job, this position may occasionally climb, bend/stoop, kneel, crouch, squat, crawl, reach above shoulder level, walk, run, push/pull, lift and carry up to 150 lbs., carry, feel, smell and drive; frequently sit, stand, finger/enter data/keystroke, talk, hear, and perform repetitive motions; and continuously balance.

While performing the duties of this job, this position will use close, far, depth perception, visual acuteness, color and peripheral vision.

While performing the duties of this job, this position will use their left hand for simple handling or grasping and will use their right hand for firm handling or grasping.

While performing the duties of this job, this position will use their right foot for repetitive movements.

### Surroundings

While performing the duties of this job, this position will experience exposure to inside and outside environmental conditions, noise, dust, fumes, gases, chemicals, or oils requiring special mitigating precautions or protective gear, working in close quarters, extreme heat and cold, work around prisoners or mental patients, work around or handle weapons, and work includes defending from bodily harm.

**The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves its right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.**