



## Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is a Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

**Position:** Chief of Police  
**Requisition:** 15-012  
**Department:** Police  
**Position #:** 0106-001  
**Opening Date:** April 13, 2015  
**Closing Date:** May 15, 2015  
**FLSA Status:** Exempt  
**Salary:** Negotiable DOQ

### **GENERAL DESCRIPTION:**

Performs highly responsible senior level management, administrative and supervisory tasks directing the operations and activities of the City of Miami Gardens Police Department. This work includes planning, organizing, staffing, directing and administering all Police Department programs, assignments of specific tasks to subordinates and evaluation of work to ensure achievement of Police Department goals. Assignments are varied and require independence, judgment and analytical thinking and are carried out in accordance with established practices, precedents and applicable legal procedures. Duties require shift work; work outside normal hours and exposure to the elements and danger. This position exercises supervision over all Police Department staff directly or through subordinate supervisors. The Chief of Police works under the general guidance of the City Manager.

**ESSENTIAL JOB FUNCTIONS:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Directs all Police programs and supervises all Police Department employees, directly or indirectly.

Responsible for the pursuit apprehension, and arrest of law violators or suspected law violators.

Plans, coordinates, supervises and evaluates Police Department operations. Reviews and evaluates the work of subordinates. Assures all subordinates comply with departmental policies and procedures, makes discipline decisions, recommends hiring for employees, evaluates job performance and recommends other personnel actions, investigates complaints against employees; handles grievances; maintains Departmental discipline and general behavior of other officers.

Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of the City Manager; reviews Police Department performance and effectiveness, formulates programs or policies to alleviate deficiencies.

Prepares and implements working schedules. Assures personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

Patrols and covers regular scheduled shifts, assists patrol officers and other ranks whenever necessary; responds to complaints, arrests violators of legal requirements, reports problems to appropriate officials; controls traffic and provides ambulance assistance; provides varied assistance to citizens.

Gathers, analyzes and interprets statistical reports to achieve more effective deployment of officers, reduce the crime rate and traffic accidents; assigns officers to special investigations as the needs arise for their specific skills.

Develops and submits annual Police Department budget as and when requested by the City Manager and assures sound fiscal management of the Police Department; directs the implementation of the Police Department's budget; identifies and recommends grant sources and submits grant applications under the direction of City Manager.

Maintains communication with the City Manager, City Council and law enforcement officials. Confers with staff to develop plans and programs in the area of crime prevention, traffic safety and community relations. Maintains positive public relations program with residents, community, business representatives and the public.

Attends City Council meetings and prepares and submits monthly and end-of-year reports to City Manager regarding the Police Department; prepares a variety of other reports as appropriate. Participates as a member of the City's labor relations collective bargaining negotiations team.

Oversees, approves, schedules and records all training and development of Police Department personnel per Department needs and State requirements.

Attends seminars, training, special conferences and meetings to keep abreast of current trends in the field of law enforcement; represents the Police Department in a variety of local, county, state and other meetings.

Ensures the laws and ordinances are fully enforced in order to protect and serve the public.

Performs related work as required.

#### **MINIMUM QUALIFICATIONS:**

**Knowledge, Skills, and Abilities:** Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment. Knowledge of applicable laws, ordinances and Police Department rules and regulations.

Basic computer skills to enable report writing, composition or correspondence, use of law enforcement communication software, Internet and e-mail.

Ability to exercise effective administrative supervision over professional staff and effectively lead and motivate subordinates to achieve a high level of discipline and morale. Ability to train and supervise subordinate personnel. Ability to reason and react calmly and quickly in emergency and life threatening situations. Ability to communicate clearly and concisely orally and in writing to groups and individuals to establish and maintain effective working relationships with subordinates, administrative staff, elected officials and the public. Ability to exercise sound judgment in evaluating situations and making decisions. Provide effective leadership in order to maintain harmonious relationship in the Police Department.

**Education & Experience Requirement:** Bachelor's degree from an accredited college or university with major coursework in Public Administration or a related field, Master's degree preferred; and fifteen (15) years of previous experience providing law enforcement services in a local government environment.

Preference will be given to those applicants with Deputy Chief of Police or Assistant Chief of Police experience. FDLE certification required or the ability to obtain Florida certification. Must possess and maintain a valid driver license.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be physically able to operate a variety of machines and equipment including firearms, automobile, radio, telephone, etc. Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, and run. Must be physically fit and able to defend one's self from attack or physical assault. Must be adaptable to performing in uncomfortable physical conditions and under stress when confronted with emergencies, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job. Specific vision requirements include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment and occasionally in the field.

**To apply please complete and submit  
City of Miami Gardens employment application,  
cover letter, resume, salary requirements and references to:**

**City of Miami Gardens, Human Resources Department  
18605 NW 27 Avenue, Miami Gardens, FL 33056  
Or Fax to: (305) 474-1286  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)**