



**CITY OF NORTH MIAMI**  
**invites applications for the position of:**

**Police Chief**

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**SALARY:** \$109,990.00 - \$162,843.00 Annually

**OPENING DATE:** 08/07/17

**CLOSING DATE:** Continuous

**DESCRIPTION:**

This position operates under the executive direction of the City Manager and is responsible for the direction of the Police Department. This is a high level executive position responsible for the protection of lives and property in the City through administrative authority and supervision of assigned field and staff functions. Several key management functions are: planning, setting goals and objectives, coordinating inter/intradepartmental activities, and overseeing the development and administration of the Department's budget. This position requires the exercise of independent judgment in the performance of the duties of the office. Unilateral decisions are made as necessary to accomplish Departmental goals. The Chief of Police may also assume complete control of any critical incident. Work is reviewed by the City Manager through conferences, written reports, and evaluation of results obtained.

**ESSENTIAL JOB FUNCTIONS:**

- Performs and/or oversees Departmental planning.
- Institutes or recommends necessary changes to improve effectiveness of assigned operations. Assumes command of Police activities on the scene of major Police emergencies.
- Organizes the Department to meet established goals and objectives.
- Acts as a liaison between the Police Department and the public by conferring with citizen groups about Police problems and Police services.
- Prepares and supervises the preparation of records and reports of assigned activities.
- Plans, organizes, and supervises the activities of the human resources of the Department as assigned.
- Reviews reports and directs Managers and Supervisors toward activity goals. Reviews managerial and supervisory performance.
- Oversees the function of Departmental staffing.
- Performs a wide variety of other duties.

(NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.)

**MINIMUM REQUIREMENTS:**

Bachelor's Degree from an accredited college or university. Major coursework in Management, Public Administration, or Criminal Justice is desirable;

Must be a State of Florida Certified Police Officer and have a minimum of ten (10) years of progressively responsible work in Police administration. Experience as a Police Chief, Deputy Chief or Assistant Chief or Major in a similar agency;

**ADDITIONAL REQUIREMENT:**

Possession of a valid Florida driver's license;

Graduation from one or more of the extended professional managerial developmental courses (SPI, FBINA, or Northwestern Management Courses) is desirable;

A graduate degree in a related field (Management, Public Administration, or Criminal Justice) is desirable.

**SKILLS:**

Knowledge of the modern procedures, practices, and proper methods of Police administration.

Knowledge of the principles and practices of organization, management, budget development and personnel administration.

Knowledge of Federal, State and Local Laws and Ordinances that affect or are enforced by the Police Department.

Knowledge of the rules and regulations of the Police Department and applicable Collective Bargaining Agreements.

Knowledge of the literature of Police administration with particular reference to the field of assignment.

Knowledge of the use of Police records and their application to the solution of Police problems.

Knowledge of community geography and demographics.

Ability to command the respect of Officers and to assign, direct, supervise, and manage their work.

Thorough knowledge of labor relations laws, practices, and procedures

Ability to analyze complex managerial and administrative problems, formulate solutions, and take independent unilateral actions.

Ability to maintain or supervise the maintenance of adequate Police records and vehicular and technical equipment, and to prepare clear and definitive reports of Departmental activities.

Ability to analyze, prepare and present in written form, fiscal needs of the Department for the annual budget.

Ability to plan, evaluate, assign, and coordinate activities performed by the Police Department.

Ability to motivate, manage, and supervise employees with varying levels of education and work experience.

Ability to establish and maintain effective working relationships with City Departmental Officials, other municipal employees, professional groups, the news media, and the general public.

Ability to speak effectively and comfortably to large groups of people.

Ability to communicate effectively, orally and in writing.

Ability to interpret and administer Union Contracts.

Ability to react calmly and quickly in emergency situations.

Ability to contribute as a member of the City's Management Team.

Skill in the use and care of firearms.

Skill in the use and care of a Police vehicle.

Skill in the use and care of a Police radio, and other Police equipment.

Skill in the use and care of a personal computer/dumb terminal.

Possesses outstanding interpersonal skills to include listening.

Willingness to participate in community events.

Recognize and evaluate the value of the organizations culture.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

Position #2013 -00222  
POLICE CHIEF  
BF

VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 895-9866. The hearing impaired may send email enquiries to [personnel@northmiamifl.gov](mailto:personnel@northmiamifl.gov) for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday.

APPLY ONLINE: The City's website ([www.northmiamifl.gov](http://www.northmiamifl.gov))

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.

A COPY OF THE EEO UTILIZATION REPORT IS AVAILABLE UPON REQUEST.