

- Modern office procedures, methods and computer equipment, programs, applications and uses.
- Federal, state, county, and City laws, regulations, and ordinances.
- Good public relation skills.
- Problem solving techniques
- Principles and techniques of direct-contact public relations
- Principles of supervision, instruction, training and performance evaluation
- Procedures, methods and techniques of civil service process law enforcement, communications or detention
- Methods of arresting and corrections procedures
- Budget, planning and problem solving techniques

Ability to:

- Supervise, organize, and review the work of subordinates.
- Select, supervise, train and evaluate staff.
- Prepare reports and communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Maintain composure under conditions such as public harassment, critical injuries, and death.
- Utilize good public relations skills.
- Use good leadership skills.
- Organize, delegate and establish meaningful goals
- Read, interpret and apply complex laws, ordinances, plans and orders.
- Frequently use printer, telephone, fax
- Properly operate assigned city vehicle and equipment
- Analyze situations quickly and objectively and determine proper course of action.
- Meet and deal with the public tactfully and effectively.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Work non-standard hours such as evenings, weekends and holidays.

Special Requirements

Residency Requirement: Must be able to respond within 30 minutes from residence.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from high school or GED. Associates degree from an accredited college or university with major course work in Police Science, Public Administration or related field.

Experience: Five years of increasingly responsible law enforcement supervisory and management experience.

Training: Speak and write Spanish fluently preferred

License or Certificate: Must possess, at the time of employment and continuously throughout employment a valid driver's license. Current on all department training.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Must have the capability to hear, speak and see to communicate in person or over the phone with the general public. Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; frequent stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen. Must carry/lift/push or pull loads of up to 25lbs. Subject to 24-hour call back for emergencies; great mental ability is required daily.

Job Hazards/Risk Factors:

Employee risk physical hazard from violent, aggressive, and hostile people, a variety of weapons, noise, exposure to bio-hazard communicable diseases, hazardous materials, chemicals, bodily fluids, sharp objects, traffic, drugs and drug paraphernalia; high risk of civil litigation due to performance of duties.

It is a condition of employment that any Commissioned Police Personnel hired into the Police Department after March 1, 2004, not use tobacco in any form both on and off duty for the duration of employment with the City.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved:

June 2011