

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Police Lieutenant	Job Family: VII
General Classification: Management	Job Grade: 20

Definition: To oversee operations of Field Operations, Investigative Services or other administrative duties.

Distinguishing Characteristics: Lieutenants report to Division Commanders and/or the Police Chief, and are generally responsible for coordination and administration of specific projects and management of personnel and resources related to service delivery. Lieutenants are responsible for some degree of budget preparation/implementation, operations review and modification, program development and maintenance, intra- and interagency liaison, appropriation of personnel actions when necessary, and appropriate development and review of police policies and procedures.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Management of problem-solving strategies for a major geographical section of the City.
2. Transfers information between shifts, divisions, and to internal and external criminal justice agencies as appropriate.
3. Conducts troubleshooting activities relative to organizational operations and reports findings.
4. Trains, assigns, motivates and evaluates supervisory personnel and other line personnel as assigned.
5. Develops, reviews and implements policy and procedures to meet national and professional standards.
6. May manage critical incidents and special events.
7. Arranges for management and supervision of criminal investigations.
8. Manages the FTO, Special Weapons and Tactics Team, K-9 and reserve programs.

Minimum Qualifications:

Knowledge of: Police administration and management; contemporary case precedents relative to criminal law, personnel procedures and municipal liability; investigative case management; personnel deployment; patrol staffing

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prioritization; City budget process; alternate service delivery methods; community policing and problem-solving strategies; current standards of professional police policy and procedure.

Ability to: Establish organizational plans, controls and audits; communicate effectively with City staff, subordinates and the public; prepare reports and correspondence; provide leadership to facilitate the achievement of goals and objectives; manage major programs or projects and operate a computer for data management/word processing.

Experience and Training Guidelines: Combination of relevant experience, education and training that will satisfy the required minimum qualifications, knowledge and abilities.

Possession of a bachelor's degree from an accredited college and/or university and 18 months experience as a Police Sergeant. A master's degree and additional management and leadership training is highly desired.

Required Licenses or Certificates: Valid California driver's license and an advanced certificate from the Commission on Peace Officer Standards and Training (POST). A supervisory certificate from POST is highly desired.

Working Conditions: Requires work which may be strenuous and hazardous. Hours of work may be extended and/or unusual hours, including being on-call to handle command responsibilities.

Established February 1980

Revised June 2012

CLASS SPECS

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