



POLICE LIEUTENANT (Evening Shift)

SALARY RANGE: \$62,882.82-\$94,324.23

PURPOSE:

The purpose of this classification is to serve as an assistant precinct commander for patrol or to manage a comparable administrative or support operation for the department.

ESSENTIAL FUNCTIONS:

- Supervises, directs, and evaluates assigned staff: develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.
- Supervises and manages personnel and resources during any critical type incident until the incident is completed or until relieved by the appropriate incident commander.
- Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.
- Investigates complaints against unit personnel: conducts investigations of officers resulting from complaints or allegations of misconduct; and researches, administers and documents counseling resulting from officer misconduct.
- Reviews/corrects reports and documentation completed by assigned staff: ensures completion of all necessary reports; approves content of accident/incident reports; and reviews/approves time sheets.
- Performs other department administrative functions: implements and updates policies and procedures; responds to division correspondence; disseminates information regarding new laws and legislation; and prepares, reviews and submits purchase orders.
- Ensures the enforcement of all applicable codes, ordinances, laws and regulations (both traffic and criminal) in order to protect life and property, prevent crime, and promote security.
- Supervises the detection and deterrence of criminal activity: supervises patrolling of designated areas; supervises response to calls relayed by dispatchers; supervises the issuing of citations; supervises the apprehension, arrest and processing of criminals, fugitives and offenders as appropriate; and provides assistance and backup support to other officers and agencies as necessary.

- Supervises the conducting of investigations: supervises the interviewing of victims, complainants and witnesses and taking of statements; supervises the gathering of information and evidence; supervises the securing of crime scenes; supervises the preparation of investigative reports and sketches; participates in court activities; and testifies in judicial proceedings.
- Supervises the performance of rescue functions at accidents, emergencies, and disasters, which may include lifting, dragging or carrying people away from dangerous situations, securing/evacuating people from particular areas, administering medical aid, or extinguishing small fires.
- Supervises the performance of other duties including monitoring and responding to calls for assistance, investigating accidents and reported crimes, interviewing citizens, conducting searches, pursuing fleeing and subduing resisting suspects, impacting arrests, and processing and transporting prisoners.
- May perform command functions at major accidents, emergencies, and disasters: assesses and contains scene; assigns personnel; delegates responsibilities; and coordinates with other divisions or agencies.
- May be assigned to specialized unit or division, such as robbery, homicide, narcotics, special victims, K9, missing persons, homeland security, executive protection, etc.
- Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals: performs driving functions in a safe and efficient manner under various conditions, including day/night hours, in congested traffic, in adverse weather conditions, and in emergency situations involving speeds in excess of posted limits; and inspects and maintains assigned police vehicle, uniform, weapons, and equipment.
- Creates/maintains positive public relations with the general public: and provides education and information to the public on laws, law enforcement, crime prevention, drug abuse, and related issues.
- Communicates via telephone and/or two-way radio: and communicates effectively and coherently over law enforcement radio channels while initiating and responding to radio communications.
- Performs other related duties as assigned.

Minimum Qualifications

High School Diploma or GED required; supplemented by three years of experience as a sergeant in law enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

DATA UTILIZATION:

Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction

- Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment Machinery, Tools and Materials Utilization

- Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude

- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude

- Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning

- Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning

- Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

LICENSES AND CERTIFICATIONS

Must possess and maintain a valid Driver's License; may be required to obtain and maintain additional 11 certifications as related to assignment.

PHYSICAL ABILITIES:

- Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements

- Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors

- Essential functions are regularly performed without exposure to adverse environmental conditions.

EEO STATEMENT:

The City of Austell is an Equal Opportunity Employer. Austell City Government does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of service.

How to apply:

Please complete and submit an application in its entirety online at www.austellga.gov.

➤ City of Austell Human Resources
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(770) 944-4303