



**Title: Police Major**  
**Class Code: 2116**

## JOB DESCRIPTION

### General Description:

The purpose of this class within the organization is to lead and direct the overall operation of the assigned Police Department division.

### Duties and Responsibilities:

**The functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.**

- Provides leadership to assigned personnel and throughout the organization; directs work assignments, coaches, counsels, mentors, develops, disciplines, and leads.
- Ensures work is completed within the organizational mission, vision and directives of Chief of Police.
- Develops policy and procedural changes to enhance the overall operation of the department.
- Ensures operation of multiple mission critical systems including 911 phone system, CAD/RMS/Mobile systems, and radio dispatch systems.
- Ensures rules, regulations, policies and procedures are followed by operations and administrative staff.
- Establishes workflow-related priorities for my position and all subordinate positions.
- Serves as facility supervisor; reports and coordinates maintenance and repairs to the facility and plans for future upgrades to the structure and equipment.
- Monitors and adjusts staffing schedules to ensure adequate staffing needs are met.
- Ensures annual compliance of national standards for the operation of the 911 Communications.
- Monitors and makes recommendations involving capital budget items, personnel costs, and equipment costs.
- Makes recommendations regarding disciplinary action to the department director and serves all notices to subordinate division personnel.
- Attends various command level meetings including leadership team meetings, COMPSTAT, planning meetings, and called meetings.
- Performs related work as assigned.

### Minimum Education and Experience Requirements:

Requires a Bachelor's Degree in Criminal Justice, Law Enforcement or closely related field; Requires eight years progressively responsible law enforcement command experience or closely related experience; Required qualifications may be any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

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### Physical Demands:

Performs light work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis, or skill, adeptness and speed in the use of machines or tools within moderate tolerances or limits of accuracy.

### Unavoidable Hazards (Work Environment):

Involves routine and frequent exposure to traffic; violence.

### Special Certifications and Licenses:

Requires POST certification from the State of Georgia.

### Americans with Disabilities Act Compliance:

The city of Americus is an Equal Opportunity Employer. ADA requires the city of Americus to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

By signing below, I confirm that I have read the above job description and understand the requirements, duties and responsibilities of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

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