

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Deputy Police Chief (3 Positions)
DEPARTMENT Police Department
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: Police Chief

SALARY RANGE: \$37,975-64,879 (R)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: Police Department

GENERAL PURPOSE

ADMINISTRATIVE DIVISION – Under general supervision of the Police Chief, plans and oversees day-to-day operations of the Division which includes Professional Standards/Internal Affairs, Training & Recruiting, Planning & Accreditation, Crime Information Analyst, Personnel/Budget, Technical Services, Fleet/Property, Crime Prevention, Support Services, Public Safety Communications Liaison, Terminal Agency Coordinator, Records Management, Office Management, Animal Control. Serve in the capacity of Public Information Officer. **Operations Division** – Under general supervision of the Police Chief, plans and oversees day-to-day operations of the Division which includes Patrol Operations, Special Investigations, and auxiliary functions such as SWAT, EOD, and Honor Guard.

SUPERVISION RECEIVED

Works under the general guidance and direction of Department or Division head.

SUPERVISION EXERCISED

Provides supervision to assistant staff as needed.

ESSENTIAL FUNCTIONS

(A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class).

Assists in revision of existing policies and procedures that support organizational values/diverse customer satisfaction.

Oversees management of respective areas.

Coordinates divisional efforts to provide increased accountability at all levels and become appropriately involved in the daily functioning and performance of staff.

Keep the Chief informed of all pertinent issues affecting the department and its personnel, as well as issues affecting the community.

Develop and maintain a concrete long-range plan for planning, organizing, and coordinating resources.

Assists in resolving complex issues regarding internal operations.

Develops and monitors budget preparation, justification, and expenditure for sections under supervision.

Represents the department by serving on committees and task forces and by attending special lectures or seminars.

Performs research, analyses data and makes recommendations to Police Chief.

Initiates, compiles, and writes special reports.

Assume duties of Police Chief in his/her absence.

Renders assistance to law enforcement agencies and organizations requiring professional enforcement expertise

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MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

High School diploma or equivalent

AND

Ten (10) years experience as a sworn police officer, two (2) years of which must have been in a supervisory and administrative capacity.

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of department rules, regulations, policies, and procedures of Federal and State statutes and municipal ordinances related to civil and criminal cases of principles and applications of supervisory techniques. Demonstrated knowledge of the geography of the City of Santa Fe and surrounding areas, and of resources available for disaster and other emergencies. Demonstrated proficiency in all aspects of law enforcement procedures.

Considerable skill in communication both orally and in writing.

Ability to operate police vehicles, firearms, and specialized police equipment, to analyze and interpret data, to communicate effectively, both orally and in writing.

Ability to plan, schedule, direct, supervise, and review the performance of subordinates in a manner conducive to productivity and high morale and the ability to maintain effective working relationships with the public, law enforcement officials, and other employees.

SPECIAL QUALIFICATIONS:

Must possess a valid, New Mexico Class D driver's license

WORK ENVIRONMENT:

Work is performed in an office setting with regular field travel required. Work involves on-call duty status, and may occasionally involve personal danger. May be exposed to VDTs or CRTs. Requires light physical exertion, including some sitting, walking, standing, squatting, stooping, kneeling and reaching.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.