

POLICE MAJOR

NATURE AND VARIETY OF WORK

This is highly responsible administrative/supervisory and management level law enforcement work. Incumbents in this position manage the total operation of a major police division/bureau; works under general supervision of a Deputy Director (Police Lieutenant Colonel); and plans, develops and implements policies and activities aimed at achieving departmental and divisional goals and objectives. Incumbent manages all activities and programs of a division, bureau or other unit, supervises subordinates, represents the Director (Chief of Police) at public or intra and intergovernmental functions, and exercises independent judgment and administrative discretion in making decisions. Work is evaluated as it relates to the incumbent's overall contribution to departmental effectiveness.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory responsibilities over the work of subordinates through the rank of Captain.

Plans, organizes and directs the operation of a major police division or bureau, as assigned.

Assists in the development and implementation of departmental policies and procedures.

Develops and modifies policies and programs consistent with departmental/division objectives and policies of the Director (Chief of Police).

Attends management meetings or programmatic activities.

Represents the Director (Chief of Police) at public, intra and intergovernmental functions.

Acts as liaison for the Director (Chief of Police) with various County agencies, departments and divisions.

Insures proper execution of personnel related matters (i.e., disciplinary, employee relations and others as necessary), for employees under incumbent's command.

Manages divisional budget preparation and budget impact studies.

Chairs labor/management or police/community committees as assigned.

Participates in emergency operational planning.

Prepares detailed, written reports reflecting the status of assigned activities.

Coordinates a number of specialized programs as assigned.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Comprehensive knowledge of the approved principles, practices and procedures of modern police administration.

Thorough knowledge of pertinent Federal, State and County laws and ordinances and departmental rules and regulations.

Ability to plan, organize and supervise the work activities of a large number of subordinates.

Ability to establish and maintain effective working relationships with other County officials, State and Federal authorities, civic leaders and the general public.

Ability to prepare comprehensive activity reports, work programs, budget estimates and other regular and special reports.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Must have management/supervisory experience in police work including experience as a Prince George's County Police Captain with a Bachelor's Degree in Law Enforcement, Criminal Justice, Business or Public Administration or closely related field; or any equivalent combination of experience and training.

REVISED: 1/90

* Not going to use