

**CITY OF CORAL SPRINGS**  
**Classification Description**

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**CLASSIFICATION TITLE:** Assistant to Chief of Police  
**FUNCTIONAL AREA:** Police Department

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**WORK OBJECTIVE:**

Under direction of the Chief of Police, performs highly responsible administrative work involving the planning, organization and management of grants and funding for the Police Department. Position is responsible for managing the department's national and state accreditation process maintaining accreditation status for the department. The employee serves as official representative for the department at all grant/accreditation meetings, seminars and reviews, and serves as administrator for police financial and budgetary functions. The employee works in accordance with departmental directives, however, is expected to exercise considerable independence and initiative.

**ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Plans, coordinates and administers the grants processes, e.g., reports financial progress, approves expenditures, negotiates changes.
- Researches potential grant funding opportunities; writes all grant proposals.
- Manages and leads the Department's national and state accreditation process to ensure accreditation status is maintained.
- Develops and administers departmental policies, rules and regulations.
- Serves as official representative for the department at all grant/accreditation meetings, seminars and reviews; prepares all agenda memos from Police Department to present to City Commission.
- Assists in the departmental budget preparation and administration.
- Provides support to other law enforcement agencies in the accreditation and grant processes.
- Ensures all departmental units Standard Operating Procedures Manual are in compliance with all accreditation guidelines and requirements.
- Trains all departmental personnel in accreditation, policy and grant policies and requirements; instructs the Citizens Police Academy in coursework on accreditation, policy and grant subject matter.
- Researches complex grant, accreditation, and budget issues as necessary; researches, prepares and submits detailed technical reports to Police Chief.
- Facilitates the annual ICMA survey for the City with reference to all Police Department functions.

## **Assistant to Chief of Police**

- Attends and represents department at various executive meetings for dissemination of information; prepares departmental management meetings for dissemination of information.

### **MINIMUM QUALIFICATIONS:**

#### **Education / Certifications / Experience –**

Bachelor's Degree in Public Administration or related field; supplemented by three (3) to five (5) years progressively responsible experience in grants administration and accreditation functions within a similar government agency; or an equivalent combination of education, training, and experience.

#### **Knowledge, Skills, & Abilities –**

Thorough knowledge of current principles and practices of police grants funding and accreditation policies and procedures.

Thorough knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to plan, research, organize, develop, schedule, and monitor various specialized fiscal and accreditation programs.

Ability to establish and maintain effective working relationships with departmental staff, City management, grants administrators and the general public.

Ability to perform routine to complex mathematical computations and tabulations accurately and efficiently.

Ability to read, update, analyze and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Skill in public speaking demonstrating poise, voice control, and confidence; skill in business English and spelling.

Skill in understanding and following written and oral instructions.

Skill in clearly communicating information both verbally and in writing.

Skill in the principles and techniques of negotiation skills.

Skill in developing and generating accurate records and reports; skill in technical writing.

### **PHYSICAL REQUIREMENTS:**

Routine tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

## **Assistant to Chief of Police**

### **ENVIRONMENTAL REQUIREMENTS:**

Routine work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.