



City of Tempe

COMMANDER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	450	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Police	<i>Salary / Hourly Minimum:</i>	\$133,661
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$147,027
<i>Employee Group:</i>	CSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Commander
<i>Drug Screen / Physical:</i>	Y	<i>EEO4 Group:</i>	Professional

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Police Chief, Assistant Police Chiefs, or other supervisory or management staff.

Exercises direct supervision over sworn, supervisory and non-sworn personnel.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Requires four years of experience as a supervisor with a minimum of two years current (continuous) experience as a Tempe Police Lieutenant.
<i>Education:</i>	A Bachelor's Degree from an accredited college or university with major course work preferable in criminal justice, business, leadership or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none"> • Must possess and maintain a valid driver's license. • Must possess and maintain an Arizona Police Officers Standards and Training (POST) Certification.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To manage, direct and coordinate the activities of a major bureau within the Police Department; to coordinate bureau activities with other bureaus, departments, private business, outside agencies and community; and to provide highly complex staff assistance to the Assistant Police Chiefs and the Police Chief.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Manage, direct, organize and administer activities of one of the major bureaus of the Department; direct, oversee and participate in the development of the bureau work plan; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Coordinate bureau activities with other Bureau Commanders, outside agencies, and organizations; ensure that work performed provides for the needs of the department; provide staff assistance to the Police Chief and Assistant Police Chiefs; prepare and present staff reports and other necessary correspondence.
- Recommend goals and objectives; implement, direct, and oversee Bureau goals and objectives; participate in the development of policies and procedures; assist the Police Chief or Assistant Police Chiefs in the formal planning and research functions of the Police Department; participate in developing and conducting a continuing research program to identify problems and formulate plans.
- Analyze existing and new police technologies and methods; propose and monitor implementations of improvements; develop and coordinate an information system for operation planning and decision making.
- Interview applicants; initiate background investigations; participate in recommending the appointment of personnel; provide or coordinate staff training; direct the training and employee development programs of all personnel; orient new police officers; manage internal investigations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations.
- Prepare the bureau budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Study the incidence, type and severity of crimes occurring throughout the City; adjust or make recommendations for the adjustment of police officer staff.
- Organize and direct activities during emergency situations and special activities; coordinate activities with other agencies as required; serve on citywide committees; administer and monitor S.W.A.T. functions; serve as the Incident Commander on all major responses.
- Report unusual problems and progress of operations within the bureau to the Police Chief or the Assistant Police Chiefs.
- Develop field service plans to handle unusual circumstances within the City; serve as a police representative in the City's emergency operation plan.
- Prepare and supervise the preparation of necessary reports relating to activities; review reports prepared and submitted by subordinates.
- Provide pro-active performance planning utilizing performance management tools.

- Perform related duties as assigned.
- Be physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective September 2000

Revised Jan 2002 (title changed)

Revised January 2002 (minimum qualifications)

Revised March 2004 (licenses/certifications)

Revised April 2012 (Unclassified to Classified status)

Revised February 2015 (updated MQ's because Lt was restored)

Revised September 2016 (update MQ - Bachelor's degree required)