



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Police Lieutenant  
**Department:** Police  
**Classification:** 5022  
**Pay grade:** 28P  
**FLSA:** Non-Exempt

**Prepared Date:** 02/07  
**Approved By:** M.L. Hammerschmidt  
**Approved By:** Marjorie H. Adler

### **Summary**

Performs management, supervisory and specialized police work.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. (May do some or all of these duties based upon assignment).

Supervises and directs the work of Police Sergeants. Conducts performance evaluations. Resolves conflicts among personnel.

Prepares work schedules. Identifies available personnel and resources required for assignments. Plans special details for appropriate employee assignments and deploys employees to areas of special need and service based upon expertise. Ensures adequate staffing in emergency or disaster response situations. Assembles and participates in task force operations.

Checks on the progress of investigations. Confers with staff to resolve investigative problems. Notifies officers of police problems requiring special attention.

Supervises and participates in the preparation of activity reports and records. Reviews reports prepared by subordinates.

Develops and maintains line of communication between line personnel and staff. Identifies problem areas in working environment. Develops and implements methods to improve problem areas.

Performs administrative functions. Assists in the preparation and monitoring of budget for assigned areas of responsibility.

Establishes goals and objectives and identifies required resources. Identifies issues requiring legal consultation and consults with legal resources.

Supervises the performance of Police Department administrative functions to include purchasing, training, payroll, personnel, record keeping, and other clerical and support areas.

Attends and participates in mid-management meetings and civic organization meetings. Makes oral presentations as required.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of the rules and regulations of the Police Department. Knowledge of criminal and civil Federal, State and County laws, and City and County ordinances. Knowledge of the City Personnel Rules and Regulations and labor agreements. Knowledge of the practices and procedures of criminal investigation and identification. Knowledge of Police Department administrative functions. Knowledge of staffing requirements. Knowledge of management and supervisory methods. Ability to assign, direct and supervise the work of Sergeants. Ability to identify problems and recommend solutions. Ability to identify resources and develop goals and objectives. Ability to prepare budgets, reports and records. Ability to deal courteously and communicate effectively with the public. Ability to perform all functions of Police Sergeants and Police Officers.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer.

Work is performed both indoors and outdoors. Exposure to extreme temperatures, various hazards, noise, heights and dust are common. Must be able to lift, carry and or push articles weighing up to 50 lbs. Must have the physical ability to enter into and inspect hazardous locations/situations, climb stairs, reach above and below shoulders, walk and bend. Physical strength and a working knowledge of hand-to-hand technique is required to subdue and restrain suspects. The ability to hear and see in order to communicate and observe events as they occur is necessary. Psychomotor coordination is necessary to operate a vehicle and handle weapons.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

Two (2) year college degree, or 60 credit hours from an accredited college/university.

Two and one-half (2½) years of continuous service as a Police Sergeant with the Coral Gables Police Department.

Valid Florida Driver's License