

**CITY OF AURORA
JOB DESCRIPTION**

**JOB CODE: 254
SALARY GRADE: E17
EFFECTIVE: 7/21/2021**

DEPUTY CHIEF OF POLICE

Definition

Under direction of the Chief of Police, the Deputy Chief of Police, functions as the Chief of Police in their absence. Plans, administers and directs the operation and activities of all sworn officers and civilian personnel assigned to the Aurora Police Department.

Equipment/Job Location

Performs duties in an office setting and may require driving a City vehicle in performing various tasks. Operates a variety of office equipment including computers.

Essential Functions of the Job

1. Assist with the development and implementation of departmental policy and procedures governing and regulating the Aurora police force.
2. Directs, through subordinate administrative and supervisory staff, the activities of all phases of police work, reviewing and coordinating departmental activities and assignments to provide safety and security within appropriate jurisdiction.
3. Directs the development of departmental budget, providing documentation and substantiation for all requests; appears before appropriate committee to testify regarding department funding needs.
4. Serves as departmental representative to the general public; addresses citizen groups; prepares, or causes to be prepared, press releases; receives and reviews public inquiries and complaints and provides for any special investigations deemed necessary to assure a uniform application of all State and local statutes and department policies.
5. Directs the preparation of all related reports, records, and assures cooperation between other State, Federal, and local police agencies.
6. Performs other duties as required or assigned.

Required Knowledge and Abilities

Requires a thorough knowledge of administrative techniques and procedures.

Requires a thorough knowledge of applicable State, local and Federal statutes and ordinances.

Requires an extensive knowledge of the budgetary process involving preparation and monitoring.

Requires the ability to qualify with appropriate firearms on a predetermined basis.

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Requires the ability to meet and comply with standards as set forth by Illinois Revised Statutes and the Aurora Civil Service Commission.

Requires the ability to delegate authority and responsibility accordingly.

Requires the ability to provide sound leadership to all Police Department personnel.

Requires the ability to analyze and identify potential problem areas.

Requires ability to administer the department in an efficient and cost effective manner.

Requires the ability to evaluate and assign priorities in unusual or emergency situations.

Requires the ability to communicate effectively in written or oral form.

Requires ability to establish and maintain satisfactory working relationships with department staff, other law enforcement agencies, and the general public.

Qualifications for Hire

Requires knowledge, skills and mental development equivalent to completion of a Bachelor's Degree with major coursework in law enforcement administration or related field, supplemented by appropriate police in-service training programs.

Requires possession of a valid Class "A" Driver's License.