



City of Roanoke, Virginia  
**Deputy Police Chief**

<b>SALARY</b>	\$81,545.00 - \$163,437.04 Annually	<b>LOCATION</b>	Roanoke, VA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	02544
<b>DEPARTMENT</b>	Department of Police	<b>DIVISION</b>	Police - Administration
<b>OPENING DATE</b>	02/01/2024	<b>CLOSING DATE</b>	3/15/2024 11:59 PM Eastern

---

## Description

The City of Roanoke is seeking a Deputy Police Chief to direct and coordinate the protective service and administrative tasks for the Operations or Services divisions of the Police Department. The designation of Deputy Chief is conferred by the Police Chief and retention of designation is at the pleasure of the Chief. Permanent rank held by department members is retained with accompanying privileges and protection of that rank. Work may involve an element of personal danger. Plans, directs and coordinates the activities of a major police division such as Operations or Services. Meets and confers with government officials, community groups, special agencies, and the public to provide information on Police activities. Bachelor's degree required, Master's degree preferred, with a major in social or police science or related field; five to ten years experience and/or training in police work and supervision; or equivalent combination of education and experience. Possession of a valid appropriate driver's license. **Must be a Virginia Certified Law Enforcement Officer at the time of application or possess the ability to attain such certification within one year of employment.**

The City of Roanoke is an Equal Employment Opportunity/AA/M/F/Disability Employer.

To elevate the performance of the organization, we are committed to respecting, celebrating, and embracing the collective mixture of differences and similarities between our employees as a rich tapestry. Our behaviors will demonstrate open communication, and we will seek opportunities to learn, recognizing and rewarding actions that promote acceptance while suspending judgment. By doing this, we will foster an inclusive, open work environment that delivers excellent service and creates a more vibrant and inviting community.

This is an exempt position.

## Examples of Duties

### SUMMARY

Directs and coordinates the protective service and administrative tasks of a division in the Police Department. The designation of Deputy Chief is conferred by the Police Chief and retention of designation is at the pleasure of the Chief. Permanent rank held by department members is retained with accompanying privileges and protection of that rank. Work may involve an element of personal danger.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Plans, directs and coordinates the activities of a major police division such as Operations or Services within the department

Supervises and reviews the work of subordinate supervisors

Supervises the preparation and monitoring of the budget(s) germane to the division

Assists in the formulation and establishment of departmental goals, objectives, policies, rules and regulations

Assists in the development and planning of the departmental training program

Conducts inspections of facilities and personnel

Reviews and evaluates reports and recommendations

Confers with departmental staff to coordinate services and operational activities

Administers personnel policies

Meets and confers with government officials, community groups, special agencies, and the public to provide information on Police activities

### **SUPERVISORY RESPONSIBILITIES**

Supervises approximately 45-200 employees in the Operations or Services divisions of the Police Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Typical Qualifications**

#### **QUALIFICATIONS**

Must pass a DMV record check and police department background investigation. Must pass a Department physical, to include a vision and hearing screening, and an annual FIT Test. Must pass a drug screening. Must be a **Virginia Certified Law Enforcement Officer at the time of application or possess the ability to attain such certification within one year of employment.**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

Bachelor's degree required, Master's degree preferred, with a major in social or police science or related field; five to ten years experience and/or training in police work and supervision; or equivalent combination of education and experience.

### **Supplemental Information**

## **HIRING PROCESS**

Please attach a cover letter and resume to this application. Upon receipt of cover letter, resume and application, those selected to move forward in the process will be asked for written responses to prepared questions and a one-way SparkHire Interview. Those selected to move forward will be invited for an in-person interview.

## **LANGUAGE SKILLS**

Ability to read, analyze, and interpret technical journals, financial reports, and legal documents. Ability to respond to inquiries or complaints from citizens, regulatory agencies, or members of the business community orally and in writing. Ability to effectively present information to management, public groups, and/or boards of directors. Ability to resolve conflicts.

## **REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of technical instructions and deal with several abstract and concrete variables.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of or eligible to receive a valid appropriate driver's permit issued by the Commonwealth of Virginia.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to sit. The employee must regularly lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**This is a job description and not an individualized position description. A job description defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.**

---

### **Agency**

City of Roanoke, Virginia

### **Address**

215 Church Avenue S.W. Rm 212

Roanoke, Virginia, 24011

### **Phone**

540-853-2231

### **Website**

<http://roanokeva.gov/jobs>