

- Communicates, coordinates, and serves as a liaison for department operations and activities with other law enforcement and criminal justice agencies, and other internal city and department divisions by making presentations to top management regarding operations and the implementation of long- and mid-range plans and programs; collecting and analyzing data in order to make oral and written recommendations to management; and presenting data and research to City Management and Council as needed and requested.
- Performs other related duties as assigned, necessary or required.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND QUALIFICATIONS:

Knowledge of:

- Modern methods of municipal police administration.
- Comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
- Using his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight; however special assignments and significant work products may be reviewed up completion. Typically positions in this category are supervisory to mid-management jobs.

Skills in/Ability to:

- Read general correspondence, police reports, policies, laws and manuals.
- Moderate support for the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry.
- Write police reports, memorandums, evaluations and letters.

Qualifications:

- High School diploma or equivalent.
- Three (3) years minimum of progressively responsible experience in a business office.
- Three (3) years minimum experience handling customers in an office or retail environment.
- Ability to perform all essential duties.
- Valid Georgia driver's license.
- Acceptable Motor Vehicle Report (3 year).