

## **CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION**

### **CLASSIFICATION**

**TITLE:** Airport Police Chief

**CLASS CODE:** 2147

### **GENERAL DESCRIPTION OF DUTIES:**

Incumbents in this classification direct the activities of a full-service airport police department to ensure that federal, state, county and FAA regulations are enforced without partiality or preference.

### **DISTINGUISHING CHARACTERISTICS:**

This is an advanced-level service classification in the Public Safety and Security Series – Airport Police Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of tasks. The distinguishing characteristics of this classification within the series include execution of the budget and assignment of personnel.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This is the executive level for this series. Positions in these classes have ***primary and major*** responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operations. Incumbents are delegated on a regular and recurring basis full authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and their implementation for effectiveness.

### **EXAMPLES OF WORK (Illustrative Only):**

***(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)***

Plans and advocates the formulation or modification of agency or major work unit administrative and/or program systems and practices to promote equitable management of human, financial, and other resources within the agency.

Facilitates effective work relationships between the agency and other administrative and/or program systems.

Directs implementation of administrative and/or program control systems to obtain the necessary administrative and/or program information and financial data required in the decision-making and planning process.

Controls and coordinates the direction of administrative and/or program functions over a long range planning period to facilitate attainment of program goals; to ensure adherence to administrative directions, state and federal laws and regulations; and to maximize the interaction and delivery of services.

Confers with the agency head, other administrators and divisional managers/directors to discuss and solve agency-wide problems and/or issues that impair the effectiveness and efficiency of programs and organizational operations.

Confers with and advises subordinate agency staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards; and to identify the characteristics and impact of work problems and formulate possible solutions.

Evaluates and determines disposition of new and/or revised rules and procedures recommended by agency staff or representatives of other organizations to assess the impact of the proposals on the administrative and/or program systems and to ensure proposals respond to program needs and comply with state and/or federal law.

Monitors daily operations to ensure compliance with laws and regulations.

Coaches subordinates to conduct themselves in a professional manner.

Works with managers and supervisors to foster problem-solving skills.

Strives to improve customer relations efforts between airport police personnel and the public.

Prepares and executes budget.

Develops and modifies operational procedures.

Generates reports on crime statistics and assignment of personnel.

Performs other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

### **Human Interaction:**

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

### **Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as firearm, baton, hand-held radio, motor vehicle, personal computer and/or related police equipment used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a variety of advisory data and information such as crimes and happenings report, manpower status update, city personnel and police manuals, Missouri criminal code and routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; requires the ability to interpret descriptive statistics.

**Functional Reasoning:**

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, odors, wetness, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic/poisonous agents, violence, disease, or pathogenic substances.

**Physical Requirements:**

Requires the ability to lift, carry, push and pull objects and materials of moderate weight of twelve (12) to twenty (20) pounds, such as office equipment.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling in order to perform patrol duties.

**Sensory Requirements:**

Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, and textures associated with job-related objects, materials and tasks, such as observing conduct between officers and the public.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.