



**CITY OF GRANTS PASS, OREGON  
CLASS SPECIFICATION**

**DEPUTY CHIEF**

**FLSA Status:** Exempt  
**Bargaining Unit:** Non-Bargaining  
**Salary Grade:** PE2

**CLASS SUMMARY:**

The Deputy Chief is a public safety management professional in a four level Management Series. Incumbents plan, direct, and organize the operations of a departmental division or bureau. Responsibilities include implementing and coordinating department operations consistent with annual goals and action plans, setting operational procedures and standards, implementing employee development strategies, and performing administrative assignments including budget development and implementation and special projects as assigned. Incumbents perform field response duties as directed.

Incumbents perform the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation of subordinates.

**TYPICAL CLASS ESSENTIAL DUTIES:** These duties are a representative sample; position assignments may vary.

- Develops rules, procedures and policies and maintains accreditation standards including compliance and enforcement.
- Coordinates administrative and operational support assignments, monitors effectiveness and may perform the duties of a police officer or firefighter responding to in progress calls or assisting patrol officers or firefighters with their duties, depending on assignment.
- Develops long and short-range strategic and action plans and prepares operating budget and capital expenditure needs related to programs and projects including recommendation of purchasing.
- Supervises departmental staff as assigned, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations and conducting performance evaluation.
- Performs customer service for inquiries and complaints; coordinates special events as assigned; acts in the absence of the Director at community meetings as assigned.
- Performs other duties of a similar nature or level.

**Training and Experience** (positions in this class require):

A Bachelor's Degree in a related field and seven years of related experience including three years of supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

**Licensing Requirements** (positions in this class require):

- Oregon Driver's License – Class C

*Employees of the City of Grants Pass uphold the values of  
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.*

- Oregon Police Officer Certificate
- Oregon Police Supervisory Certificate within 1 year of appointment

**Knowledge** (positions in this class require):

Knowledge of:

- Conflict resolution;
- Police and fire administration principles and practices;
- Current police and fire operational techniques;
- Budget management principles and practices;
- Emergency management;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

**Skills** (positions in this class require):

Skill in:

- Public speaking and presentation;
- Executing police and fire public safety methodology;
- Use of investigative equipment and firearms;
- Use of emergency medical equipment;
- Using a computer and related software applications;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Supervision of staff;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, pushing, pulling, grasping, talking, hearing, and seeing, fingering and repetitive motion.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

**Note:**

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

**Classification History:**

Adopted by Council July 2, 2008, Resolution No. 5379