



WESTSHORE ENFORCEMENT BUREAU JOB DESCRIPTION

JOB TITLE: Special Agent in Charge Project Manager

SUPERVISOR: Westshore Council of Governments Mayors

FLSA STATUS: Exempt

SCHEDULE: Normal Business Hours (M-F) plus any other times required during emergency situations.

DATE: September 17, 2020

JOB SUMMARY:

Reporting to the Westshore Council of Governments (COG) Mayors this temporary position is responsible for managing and directing the Westshore Enforcement Bureau's (WEB) operations, personnel and administrative support functions as well as examining the current operations and structure of the Bureau and make recommendations on how to advance the Bureau with modern law enforcement practices, structure and techniques. This temporary position is responsible for clearly identifying the priorities and goals of the Bureau and identifying how best to position the Bureau moving forward to include comprehensive reporting and recommendations on the best utilization of WEB's resources.

ESSENTIAL JOB FUNCTIONS:

Work with the Council of Government city officials and Westshore Enforcement Bureau employees to fully identify existing resources and departmental functions, and to provide specific strategies for optimization of functions including the identification and prioritization of potential law enforcement units and services relating to narcotics enforcement, SWAT, Mobile Field Force, Crisis Negotiations, Hazardous Device Unit, in-service training and development, information technology (including crime analysis, digital forensics, criminal intelligence, and emerging technologies), procurement, and crime prevention; and provide recommendations that will best accomplish the goals of the Bureau.

Plans, coordinates, supervises and evaluates personnel of the Westshore Enforcement Bureau to ensure effective, efficient and safe delivery services including interviewing, hiring, training, coaching/counseling, scheduling/assigning, allocating resources and funds, monitoring performance and performance management of Bureau personnel.

Develops and establishes policies, procedures, directives and rules and regulations for the Bureau to comply with legal and regulatory requirements and achieve the goals and objectives of the Bureau. Ensures adherence by employees in the Bureau.

In conjunction with Fiscal Officer prepares bureau budgets including evaluating and recommending staffing levels, the purchase/maintenance/repair of equipment, contract services, vehicles, tools, and supplies; monitors and controls expenditures; reviews and approves payroll and purchase orders; etc.

Prepares, updates, secures, maintains, distributes, retains and/or destroys as necessary, all Westshore Enforcement Bureau records, evidence and reports.

Conducts periodic inspections of personnel and equipment to ensure compliance with Bureau standards and policies.

Meets with and/or provides information and reports to employees, Westshore Council of Government officials, other law enforcement officials/personnel, residents, community and business representatives.

Conducts and/or attends internal and external meetings, hearings, conferences, etc. as necessary and/or required.

Assesses training and development needs of bureau personnel, determines appropriate training/instructional venues and ensures personnel participation.

Attends various seminars, conferences, continuing education classes, etc. as needed to enhance and/or maintain job knowledge and skills.

Responds to emergency scenes to observe and/or intervene as necessary.

Performs other duties as may be assigned and/or required.

REQUIRED EDUCATION, BACKGROUND, KNOWLEDGE AND ABILITIES:

United States Citizenship; State of Ohio OPOTA certification and valid Ohio Driver's License; completion of High School (AB, BA or BS degree from an accredited college or university preferred); advanced law enforcement leadership training a plus.

Required Knowledge, Skills and Abilities:

Criminal justice and law enforcement operational knowledge and experience at progressive levels of responsibility in a police department including a minimum of ten (10) years of law enforcement experience. Prior budgetary experience preferred.

Local, state (Ohio Revised Codes) and federal laws and regulations related to law enforcement operations including criminal justice/investigative procedures and professional law enforcement management and leadership principles.

Rules, regulations, directives, SOP's, and all general work methods, policies and procedures of the Westshore Enforcement Bureau.

Familiarity of the geography, streets, neighborhoods, business locations, buildings and landmarks for all cities in the Council of Governments.

Computer software including Microsoft Office (Word, Excel, Outlook, Power Point); Adobe; Internet browsers; Computer Aided Dispatch and Records Management System and ability to operate same including modern standard office equipment, patrol car radios, videos, radar/BAC units and computers, investigative tools and equipment, etc.

Law enforcement, dispatch and jail record keeping and reporting requirements and procedures and ability to institute and maintain complete, accurate and regulatory compliant records and information.

Ability to establish and maintain effective working relationships and credibility with subordinates, other Council of Governments department heads/supervisors, employees and officials, residents, various business personnel, other law enforcement agencies and the media.

Ability to communicate effectively in written and verbal forms, effectively respond to internal and/or external inquiries, including while under stress and with individuals under stress; make effective public presentations.

Ability to safely operate Westshore Enforcement Bureau vehicles.

Ability to perform duties in a typical office environment and at times in extreme weather conditions, possessing the requisite physical and mental capabilities to perform law enforcement duties during emergency situations.

Ability to perform duties independently and at times under considerable stress; analyze/evaluate situations in a timely manner and exercise sound judgment in making decisions and/or taking action.

Ability to understand and follow verbal and written instructions and directives.

Ability to maintain confidentiality and handle issues with discretion and sound judgment.

Ability to maintain proficiency with all personally assigned equipment, including firearms, conducted electronic weapons, batons, handcuffs, tourniquets and any other equipment issued or otherwise required. Ability to anticipate and plan for unforeseen contingencies, risk management and other areas requiring long term planning.

Performs other duties as may be assigned and/or required.

PHYSICAL REQUIREMENTS OF THE JOB:

ACTIVITY	FREQUENCY OF ACTIVITY	ITEMS/WEIGHT INVOLVED	MACHINES/TOOLS
Lifting	occasionally	files; office equipment/25# max.	
Carrying	occasionally	files; office equipment/25# max.	
Reaching	rarely		
Climbing	rarely		
Bending	rarely		
Squatting	rarely		
Pushing/Pulling	rarely		
Twisting/Turning	rarely		
Keyboarding	frequently		computer keyboard
Sitting	frequently		
Standing	frequently		
Walking	frequently		
Crawling	rarely		
Running	rarely		

The employee who performs this job needs to possess the following:

(Place an X before each applicable category)

- X Normal hearing with or without corrections.
- X Normal vision with or without corrections.
- X The ability to drive or operate a vehicle with or without corrections.
- X The ability to wear protective equipment including various safety equipment and clothing.

Employee's Signature

Date

Supervisor's Signature

Date