

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 4105

TITLE: POLICE MAJOR

GRADE: O-31

DEFINITION:

Under general policy guidance from the Chief of Police or Deputy Chief of Police, serves as commander of a major subordinate element of the Police Department (Bureau) involved in one of the broad functional areas of: Patrol Operations; Special Operations; Criminal Investigations; Technical Services; Administrative Services; and Staff Services; and performs related work as required.

ILLUSTRATIVE DUTIES:

Plans and directs all elements and associated functional areas in the bureau to which assigned;

Manages bureau operations in a manner that produces cost effective results;

Ensures bureau compliance with all Departmental rules, regulations and general orders;

Plans, analyzes and reviews matters that bear on the performance of assigned units;

Ensures the appropriate allocation, deployment and leadership of assigned elements during local or regional crisis situations;

Coordinates the administration of assigned units and functions with County officials, regional law enforcement officials at or equivalent command level, and others;

Ensures the timely and accurate preparation of correspondence, reports and statistics; and, as directed, in close coordination with the Deputy Chief of Police involved;

Maintains contact with appropriate civic, business and residential groups;

Communicates with subordinates, other commanders and superiors in a timely, clear and effective manner to facilitate integrated and coordinated actions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of and demonstrated ability in police administration;

Knowledge of modern police management philosophy, practices, methods and techniques;

Ability to prepare clear, concise and informative reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience and training equivalent to an associate's degree from an accredited college or graduation from an accredited four-year college or university; supplemented by education in a police school or academy and completion of at least one formal management course. Must be serving in the rank of Captain in the Fairfax County Police Department and have demonstrated strong management and leadership skills at that level in an appropriate command and/or staff assignment.

REFORMATTED/REVISED: December 3, 2007
REVISED: December 14, 1982