



MUNICIPALITY OF MONROEVILLE

JOB DESCRIPTION

JOB TITLE: Commander

DEPARTMENT: Police

SUPERVISOR: Chief of Police

FLSA STATUS: Exempt (full-time) Not eligible for overtime pay

SALARY RANGE: \$140,000-\$150,000

UNION STATUS: Non-Union

REVISED: 2025-05-12

POSITION OVERVIEW:

The Commander role in the Monroeville Police Department is a unique and pivotal executive leadership position. Under the guidance of the Chief of Police, the Commander oversees either the field operations or the administration and support services bureaus. As the second-in-command, the Commander's responsibilities include strategic planning, personnel management, budget oversight, and operational leadership, all of which aim to ensure the effective and professional delivery of police services.

This position is responsible for developing and implementing department policies, managing personnel assignments, overseeing fiscal operations, and ensuring compliance with local, state, and federal regulations. The Commander serves as a liaison between the department, municipal administration, elected officials, and the community, fostering trust, transparency, and collaboration.

The Commander also assumes command in the absence of the Chief of Police, providing leadership during critical incidents, emergencies, and high-profile investigations. This role requires strong decision-making skills, operational expertise, and a commitment to public safety and community engagement.

This position demands a seasoned law enforcement professional with extensive experience in supervisory and administrative roles, a deep understanding of modern policing strategies, and a proven track record of leadership, integrity, and accountability.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Strategic Leadership & Operations

- Establishes department goals and objectives and directs personnel and resources toward achieving them.
- Assists in developing department policies, rules, regulations, and work procedures in alignment with best practices.
- Supervise patrol, investigations, traffic enforcement, special operations, and administrative functions to ensure efficiency.

- Assigns personnel, equipment, and resources based on department needs and operational priorities.

2. Personnel Management & Discipline

- Provides direct supervision and guidance to police personnel, including Lieutenants, Sergeants, and support staff.
- Participates in interviews and evaluates and recommends hiring, promotions, and assignments to the Chief of Police.
- Monitors performance evaluations of department employees and recommends corrective actions, training, or discipline as necessary.
- Ensures compliance with collective bargaining agreements and department policies regarding personnel matters.

3. Budgeting & Fiscal Oversight

- Assists the Chief of Police in preparing and managing the annual budget, ensuring fiscal responsibility and operational effectiveness.
- Monitors department expenditures and identifies opportunities for cost savings, grants, and funding initiatives.

4. Community Engagement & Public Relations

- Serves as a liaison between the police department, elected officials, and the community to foster trust and transparency.
- Represents the department at Monroeville Council meetings, community forums, and interagency collaborations.
- Oversees public outreach programs and ensures effective communication with the residents of Monroeville.

5. Compliance & Professional Development

- Ensures department operations comply with local, state, and federal laws and best practices in law enforcement.
- Stays current on emerging trends, legislation, and technology affecting law enforcement.
- Attends and participates in law enforcement executive training, seminars, and professional development programs.

6. Emergency Management & Critical Incident Response

MUNICIPALITY OF MONROEVILLE

COMMANDER JOB DESCRIPTION

Page 3 of 5

- Assists in the development of public safety strategies and emergency response plans.
- Serves as an Incident Commander during critical incidents or large-scale emergencies.
- Coordinates with regional, state, and federal law enforcement agencies on public safety matters.

7. Other Responsibilities

- Preserves peace and order within the Municipality of Monroeville, ensuring compliance with laws and ordinances.
- Performs other related duties as assigned by the Chief of Police.

EMPLOYMENT STANDARDS

Experience & Knowledge:

1. Minimum of 10 years of progressively responsible law enforcement experience, with at least 5 years in a supervisory or administrative role.
2. Thorough knowledge of modern law enforcement principles, operations, and best practices.
3. Extensive understanding of local, state, and federal laws affecting law enforcement and public safety.
4. Proven ability to develop, implement, and manage complex police programs and initiatives.
5. Demonstrated experience in supervising, training, and mentoring law enforcement personnel.
6. The Commander's role is not just about managing operations; it's about shaping the department's culture and performance. Strong leadership skills are necessary, as the Commander is responsible for maintaining discipline, morale, and operational efficiency within the department.
7. Knowledge of budget preparation, fiscal management, and resource allocation.
8. Ability to build relationships with elected officials, government agencies, community organizations, and the public.

EDUCATION & CERTIFICATION:

MUNICIPALITY OF MONROEVILLE
COMMANDER JOB DESCRIPTION
Page 4 of 5

1. A bachelor's degree in criminal justice, public administration, or a related field is preferred; however, an equivalent combination of education, training, and significant law enforcement experience may be considered.
2. Graduate of an executive-level law enforcement leadership program, such as:
 - FBI National Academy
 - Southern Police Institute
 - Northwestern University School of Police Staff and Command
 - Pennsylvania Chiefs of Police Command Leadership Program
3. Act 120 Certification (Pennsylvania Municipal Police Officers' Education and Training Commission) or equivalent.
4. Additional law enforcement certifications, such as NCIC or specialized training, may be required.

ESSENTIAL JOB REQUIREMENTS

1. Ability to sit, stand, and kneel for extended periods in an office or field environment.
2. Ability to walk and navigate uneven terrain while overseeing field operations.
3. Ability to lift and carry up to 25 pounds, including law enforcement equipment.
4. Ability to work in high-stress, fast-paced environments, making quick and sound decisions.
5. Availability during critical incidents, major events, and emergencies.

ACKNOWLEDGEMENT OF RECEIPT:

The above job description reflects the general information deemed necessary to convey the primary functions of the job. It shall not be construed as a detailed description of all work requirements inherent to the position.

Municipal
Manager _____ Date _____

Department
Head _____ Date _____

MUNICIPALITY OF MONROEVILLE
COMMANDER JOB DESCRIPTION
Page 5 of 5

Employee _____ Date _____