

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

**JOB DESCRIPTION**

**CLASSIFICATION:** Deputy Police Chief

**DEPARTMENT:** Police Department

**SUPERVISOR:** Police Chief

**EFFECTIVE DATE:** October 1, 2020

**PAY LEVEL:** 210 (\$60,986.35 - \$94,528.84)

**PAY CLASSIFICATION:** Exempt

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**DEFINITION:** This is a specialized management position responsible for supervision and operation of the Airport Police Department in the absence of the Police Chief. Work is performed under the general supervision of the Police Chief with considerable independent judgment and initiative exercised in carrying out the duties and responsibilities of the Airport Police Department. Performs related duties as required.

**EXAMPLES OF DUTIES:** In the absence of the Police Chief, perform duties including planning, organizing and directing all airport security and law enforcement functions. Assists the Police Chief in maintaining the TSA approved Airport Security Plan and ensures compliance at all times with CFR Part 1542 and other applicable federal, state, and local laws and regulations. Coordinate training for all personnel issued access media. Supervise the access control system and conducts media audits as required. Works with the FBI on violations of federal laws and regulations concerning the traveling public, ensuring proper coordination of all police matters with appropriate municipal, county, state or federal law enforcement officials. Coordinates Airport police and security matters with the TSA, FBI, and other law enforcement agencies in the absence of the Police Chief. Maintains and promulgates necessary department rules, regulations and procedures.

Supervises personnel and performs duties relative to personnel policies and procedures. Performs routine police patrols and responds to emergency situations as required. Attends conferences, workshops, seminars, and other educational meetings at the direction of the Police Chief. Supervises the Airport's security access control badging system, and key control program. Coordinates Airport security matters with staff, tenants, and other users of the Airport. Serves in an on-call capacity. Responds to emergency situations after normal business hours as required.

**QUALIFICATIONS:** Must be currently certified as a law enforcement officer by the State of

Florida. Must have seven years experience as a police officer with a minimum of five years experience in police administration and/or supervision. Must be physically fit, submit to psychological screening, and be certified as drug free. Knowledge of federal laws and regulations pertaining to airport security is required. Must have the ability to command the respect of officers, and to assign, direct and supervise their work. Must possess strong interpersonal administrative skills and the ability to interface and effectively communicate with staff, tenants, governmental entities, and the general public. Must be able to communicate effectively in both oral and written form. Must possess a valid Florida driver's license.