

**CITY OF LA VISTA**  
**MAYOR AND CITY COUNCIL REPORT**  
**AUGUST 19, 2025 AGENDA**

<b>Subject:</b>	<b>Type:</b>	<b>Submitted By:</b>
POSITION DESCRIPTIONS: NEW AND UPDATES	RESOLUTION ORDINANCE ◆ RECEIVE/FILE	WENDY LOWERY HUMAN RESOURCES DIRECTOR

#### **SYNOPSIS**

Job descriptions for the newly created Grant Writer and Crime Analyst positions are presented for review. Updated descriptions for Police Chief, Police Captain, and Police Sergeant positions are presented as well.

#### **FISCAL IMPACT**

The FY25/FY26 Biennial Budget provides funding for these positions.

#### **RECOMMENDATION**

Approval.

#### **BACKGROUND**

The Grant Writer position is a newly created role for the FY26 budget. The job description, submitted for review, outlines a dual role combining Grant Writer and Purchasing Manager responsibilities. This position will research, identify, apply for, and track grants that align with the City's mission, with the long-term goal of becoming self-sustaining through increased successful grant awards. It will also manage all Requests for Proposals (RFPs), ensure compliance with City policies and state statutes, and explore cooperative purchasing opportunities to reduce costs.

The Crime Analyst position is also a newly created and essential role for the Police Department, converting an existing Administrative Specialist position into one focused on analyzing crime data to identify trends, patterns, and potential threats. This specialized role will provide actionable intelligence to command staff, detectives, and patrol officers, enabling more strategic resource deployment and proactive crime prevention. By enhancing data-driven decision-making and strengthening information sharing with regional, state, and federal partners, the Crime Analyst will directly support improved public safety outcomes for our community.

Additionally, the job descriptions for Chief, Captain, and Sergeant have been updated to reflect prior policy changes approved by either the City Council or Civil Service, ensuring all requirements for the positions are current.

Complete job descriptions for the Crime Analyst and Grant Writer, as well as the updated descriptions for Chief, Captain, and Sergeant, are attached.

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**POSITION DESCRIPTION**  
**CITY OF LA VISTA**

Position Title: **Grant Writer/Purchasing Specialist**  
Position Reports To: Finance Director  
Position Supervises: Non-Supervisory Position

**Description**

Under the direction of the Finance Director, this position will research, apply for, and track grant funding for the City's projects and operations. This position will also oversee the City's purchasing to ensure that policies are being followed.

**Essential Functions**

- Reviews literature dealing with funds available through grants from governmental agencies and private foundations to determine the feasibility of developing programs to supplement local annual budget allocations.
- Discusses program requirements and sources of funds available with department heads and administrative personnel.
- Work with department heads to develop program goals and objectives, outline how funds are to be used, and explain procedures necessary to obtain funding.
- Writes grant applications, press releases, and support documentation according to format required, and submits applications to funding agencies, foundations, and economic development initiatives.
- Directs and coordinates evaluation and monitoring of grant-funded programs, or writes specifications for evaluation or monitoring of the program by outside agencies.
- Assists in writing periodic reports to comply with grant requirements.
- Maintains master files on grants.
- Monitors paperwork connected with grant-funded programs.
- Assists with preparation of SEFA (Schedule of Expenditure of Federal Awards).
- Works with appropriate personnel in acquiring bids or Request for Proposals (RFP) for the purchase of items that require bids and RFP per the City's purchase.
- Analyze spending, identify cost-savings opportunities, and negotiate favorable pricing.
- Research, evaluate, and select potential suppliers based on criteria like, quality, reliability, and cost-effectiveness.
- Ensure compliance with City policies, legal regulations, and ethical standards.
- Prepare reports for management.
- Other duties as assigned.

**Essential Physical and Environmental Demands**

Work is primarily performed in an office setting, requiring hand-eye coordination to operate computers and office equipment. Duties may involve occasional standing, sitting, walking, handling objects, reaching, climbing, balancing, stooping, kneeling, crouching, crawling, talking, and hearing. May occasionally lift or move up to 10 pounds. Vision requirements include close, distance, color, peripheral, depth perception, and focus adjustment. Must be able to hear and understand voices at normal conversational levels.

**Education, Training, License, Certification and Experience\*\***

- Bachelor's Degree in Business Administration, Finance, or related field.
- Two (2) years of successful grant writing experience.
- CDBG (Community Development Block Grant) Certified Grant Administrator Designation required or obtained within 1 year of acceptance of position, dependent on NE Department of Economic Development schedule.

- Experience with Federal and State Online grant portals.

#### **Knowledge, Skills and Abilities**

- Analytical skills demonstrated through the ability to synthesize complex or diverse information; collect and research data; use intuition and experience to complement data.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Grant budget preparation and monitoring.
- Ability to design workflows and demonstrate attention to detail.
- Ability to work well in group problem-solving situations
- Project Management skills, including: developing plans, coordinating projects, communicating change, and progress.
- Self-motivated, always striving to continuously build knowledge and skills.
- Excellent oral communication skills; speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Excellent written communication skills; writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.
- Cost Consciousness, work with approved budget, develops and implements cost-saving measures, contributes to revenue, and conserves organizational resources.
- Ability to make good decisions, supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- Ability to follow instructions, respond to management direction, take responsibility for own actions, keep commitments, complete tasks on time, or notify the appropriate person with an alternate plan.
- Computer skills, including basic word processing, spreadsheet, database skills, and ability to use MS Office products.

#### **Contributions this Position Makes to the City**

The position will work with department heads to help find funding for needed projects or programs not currently funded through other means. This position will help to ensure the City successfully meets the goals set forth in the City's Strategic Plan. This position will also ensure that the City's purchases are in line with the City's Policies and Procedures and help to reduce the cost of supplies and services.

#### **Disclaimer**

This position description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the position change over time.

I have read and understand the requirements of this position description.

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(Signature)

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(Date)

\*\*The City of La Vista reserves the right to utilize equivalences where deemed appropriate with regard to education and experience requirements and may consider combinations of education and experience likely to lead to success with essential duties and responsibilities



Pay Range: I  
Date: 8/11/2025  
Non-Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Crime Analyst**  
Position Reports To: Operations Support Division Commander  
Position Supervises: Non-Supervisory Position

### **Description**

Under the general direction of the Police Commander, the Crime Analyst is responsible for collecting, analyzing, and disseminating crime and intelligence data to support police operations. The position assists with identifying trends, supporting investigations, and improving crime prevention and enforcement strategies. The analyst works in partnership with law enforcement personnel and external agencies to promote data-driven policing and public safety.

### **Essential Functions** (with or without reasonable accommodation).

- Collect, evaluate, and analyze crime reports and data from a variety of sources including local, state, and federal agencies; social media; neighborhood watch groups; private vendors; and internal records.
- Identify and track crime trends, patterns, and series; provide analysis to assist with investigations and strategic planning.
- Monitor social media for suspect activity, threats, and intelligence trends; assess and disseminate relevant findings.
- Conduct research to develop suspect profiles using data such as suspect descriptions, crime elements, vehicle information, and locations.
- Create detailed crime trend reports, maps, and presentations using GIS, Excel, PowerPoint, and other visualization tools.
- Assist investigators with reviewing data, video/audio recordings, and electronic evidence; support analysis for complex investigations.
- Act as liaison with law enforcement agencies, community partners, and private entities to exchange and obtain crime data.
- Respond to internal and external requests for crime-related information and statistical reports.
- Maintain and utilize law enforcement databases such as RMS, CAD, NIBRS, and other intelligence systems.
- Ensure accuracy and timely submission of crime statistics to state and federal agencies.
- Provide briefings and presentations to officers, command staff, and community groups as needed.
- Attend training and conferences to remain current on crime analysis practices and technologies.
- Perform other related duties as assigned.

### **Essential Physical and Environmental Demands**

Work is primarily performed indoors in an office environment with extended periods of sitting and computer use; some fieldwork may be required. Occasional exposure to disturbing or graphic content related to crimes. Requires regular use of hands and fingers, good visual acuity, hearing, and the ability to lift up to 20 pounds. Must be able to communicate effectively in person, by phone, and in writing.

### **Education, Training, License, Certification and Experience\*\***

- Bachelor's Degree in Criminal Justice, Criminology, Statistics, Sociology, Psychology, Geography, Computer Science, or a related field preferred.
- Minimum of two years of analytical experience in a law enforcement or related setting.
- Certification in Crime and Intelligence Analysis (e.g., IACA) is highly desirable.
- Proficient in Microsoft Office Suite, GIS software, statistical tools, RMS, and CAD systems.
- Must possess a valid driver's license.
- Must be a U.S. citizen.

### **Special Requirements**

No prior criminal history and must not engage in conduct or a pattern of conduct that would jeopardize public trust; must be of good moral character.

### **Knowledge, Skills and Abilities**

- Strong understanding of crime analysis techniques and the criminal justice system.
- Proficiency in analyzing quantitative and qualitative crime data.
- Knowledge of local, state, and federal crime reporting systems and standards.
- Ability to conduct temporal, spatial, and demographic crime analyses.
- Excellent communication and presentation skills.
- Ability to maintain confidentiality and handle sensitive information.
- Strong organizational and problem-solving abilities.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Collaborative and professional in interactions with staff, external partners, and the public.
- Knowledge of modern law enforcement practices, technologies, and data systems.

### **Contributions this Position Makes to the City**

This position provides critical support to law enforcement by enhancing data-driven decision-making, supporting investigations, improving patrol deployment, and increasing the effectiveness of crime prevention strategies.

### **Disclaimer**

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I have read and understand the requirements of this position description.

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(Signature)

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(Date)



Pay Range: SS  
Date: 8/19/2025  
Civil Service  
Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Chief of Police/Director of Public Safety**  
Position Reports To: City Administrator  
Position Supervises: Police command staff; responsible for all personnel

### Description:

The Chief of Police/Director of Public Safety serves as a member of the City Administrator's Executive Leadership Team and is responsible for providing the vision, direction, and oversight for all functions and activities related to Public Safety including Police, Fire, 911 Communications, Emergency Management, Police Academy and Animal Control. The position reports directly to the City Administrator with wide latitude for the interpretation and application of policies, rules and regulations, judgment, and discretion.

### ESSENTIAL FUNCTIONS: (with or without reasonable accommodation).

1. Directs Police Department operations; exercises independent judgment within broad policy guidelines; provides leadership, direction and guidance in police and public safety strategies, policy development and priorities; monitors and communicates changes in state and federal regulations, standards, and legislation.
2. Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
3. Plans, directs, and coordinates, through subordinate level managers, the work plan of the Police Department; meets with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meets with all department employees either individually or in groups to discuss work methods and procedures and progress toward meeting goals and objectives.
4. Serves as principal advisor to the City Administrator on Public Safety related issues: compiles, evaluates and analyzes information, and recommends and implements solutions; assures department activities and procedures are compliant with all laws, policies, regulations, and standards.
5. Assists with the development and implementation of short- and long-term plans to align with the City's strategic plan.
6. Directs the selection, hiring, orientation, and training of new employees, as well as performance management, including mentoring and promoting career development, wage administration, and discipline of employees in the Police Department in accordance with Civil Service regulations.
7. Manage and participate in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary. Oversees grant applications and administration.
8. Provides strategic direction for community public safety and develops strong relationships and strategic partnerships within the City organization, the governing body, the law

enforcement community, state and federal officials, business groups, representatives of the media and the public.7.

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**ESSENTIAL FUNCTIONS:** *(Continued)*

8. Performs responsibilities in a manner that clearly shows effective communication and collaboration with other units of the City, surrounding jurisdictions, and other law enforcement agencies that promotes open exchange of information, respect, high ethical standards, and professionalism.
9. Performs responsibilities in a manner that clearly shows effective communication and collaboration with other units of the City, surrounding jurisdictions, and other law enforcement agencies that promotes open exchange of information, respect, high ethical standards, and professionalism.
10. Participates on a variety of boards and commissions; attends and participates in professional group meetings, community activities and events, City Council meetings and a variety of other meetings as needed or directed.
11. Prepares a variety of studies, reports, and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
12. Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
13. Oversees enforcement of those provisions of the La Vista Municipal Code, ordinances, regulations, state and federal laws pertaining to the preservation of law and order, the maintenance of public peace and safety, and the protection of life and property.
14. Investigates and/or responds to citizens' questions, concerns and/or complaints relating to the Police Department.
15. Assumes direct command in major emergency situations. Serves as liaison with County emergency preparedness director in emergency situations and as liaison with other area law enforcement agencies in enforcement and investigations.
16. Keeps the City Administrator informed of police operations to ensure a good understanding of programs, and to improve the effective functioning of the Department.
17. Direct regular staff meetings of the department; review activity reports and crime reports and statistics; prepare a variety of reports regarding departments activities, programs and projects.
18. Oversees the Sarpy Douglas Law Enforcement Academy (SDLEA) in accordance with the responsibilities and duties of SDLEA agreement and in accordance with the Nebraska Commission on Law Enforcement and Criminal Justice through the Police Standards Advisory Council.
19. Makes public presentations.
20. Performs other duties as directed or as the situation dictates.

**Essential Physical and Environmental Demands**

- Work is performed both indoors and outdoors year-round in varying weather and environmental conditions. Exposure to climatic conditions includes hot, cold, wet and/or humid weather conditions.
- Work is also performed in office settings. Long periods of sitting. Intermittent periods of standing and walking. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.

- Constant talking, hearing, near and far sight acuity, depth perception, color vision, field of vision, concentration, judgment and writing ability.
- Intermittent stooping, kneeling, crouching, crawling, reaching, handling, dexterity and feeling.
- Must be able to hear and understand voices at normal conversational levels.
- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.
- Moderate to high levels of stress may be experienced
  - Exposure to unknown health conditions from contacts with individuals or animals with contagious and communicable diseases. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or handling mentally or emotionally disturbed persons.
  - Must be able to effectively use communication devices, crowd and belligerent individual control techniques and devices, and designated firearms and incapacitating agents.
  - Work time may require irregular hours and shifts; at times voluntary and involuntary overtime may be available or necessary, as well as being called back to duty on short notice.

**Note:** ~~Physical examination and drug screening tests will follow all conditional offers of employment.~~

#### **Education, Training, License, Certification and Experience\*\***

1. Bachelor's degree from an accredited college or university in Criminal Justice/Public Administration/Business or related field.
2. Master's Degree Criminal Justice/Public Administration/Business or related field preferred.
3. Minimum of ten (10) years law enforcement experience in a local government agency that demonstrates expertise in all facets of police administration, including at least five (5) years of increasingly responsible management experience in a command level position with a range of operational and administrative experience in an urban/suburban police department.
4. Completion of an advanced police leadership training such as the FBI National Academy, Senior Management Institute for Police, Northwestern School of Police, or similar program is preferred.
5. Must possess a valid Driver's license.
6. Must be a U.S. citizen.
7. Must successfully complete all elements of the Civil Service testing and application procedures resulting in selection and appointment to the Civil Service eligibility list.
8. Must be able to pass a comprehensive law enforcement background investigation and psychological assessment.
9. Must have successfully completed the basic supervision and management training from the Nebraska Law Enforcement Training Center (or equivalent).
10. Must successfully become certified as a police officer in Nebraska by the Police Standards Advisory Council within one year of appointment.

#### **Special Requirements**

1. ~~Police Chief shall reside within a reasonable travel time distance to the City of La Vista~~ ~~Must be a resident of the City of La Vista or within its extra territorial zoning jurisdiction.~~

#### **Knowledge, Skills and Abilities**

1. Comprehensive knowledge of modern law enforcement principles, practices/procedures and methods of police operations and administration.

- 2.0 Comprehensive knowledge of federal, state and city laws and ordinances.
- 3.0 Understanding of municipal government structure and function as well as knowledge of procedures, standards, and current developments in effective city government.
- 4.0 Skills in modern management principles and practices of public administration, community planning and federal and state programs.
- 5.0 Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification, and personnel policies.
- 6.0 Knowledge of and related proficiencies in strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.
- 7.0 Outstanding interpersonal, relationship building, and communication skills.
- 8.0 Strong critical thinking and strategic planning skills necessary to develop and implement citywide and department mission, vision, goals and values.
- 9.0 Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
- 10.0 Ability to provide effective leadership and maintain cooperation and interaction between city departments.
- 11.0 Ability to accomplish tasks in a timely manner to meet deadlines.
- 12.0 Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
- 13. Ability to effectively delegate responsibility to subordinates.
- 14.0 Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
- 15.0 Ability to work independently, as part of a team, and with the public.
- 16.0 Ability to collect and analyze technical information, evaluates municipal programs, policies, and operational needs; and prepares clear, accurate, comprehensive recommendations and reports.
- 17.0 Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
- 18.0 Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends, and holidays.
- 19.0 Effective writing skills and sufficient oral skills to speak in public and deliver presentations.
- 20.0 Knowledge and understanding of computer operations.
- 21.0 Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
- 22.0 Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

#### **Contributions this Position Makes to the City**

The Chief of Police/Director of Public Safety Ensuring works to ensure community safety by preventing and addressing crime and incivility which is a priority for the City of La Vista. This position provides highly responsible assistance to the City Administrator and contributes to the success of the City by working closely with the Executive Leadership Team on complex and strategic initiatives dealing with Public Safety and other organizational issues.

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Pay Range: SS  
Date: 8/19/2025  
Civil Service  
Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

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### **ESSENTIAL FUNCTIONS:** (with or without reasonable accommodation).

- Directs Police Department operations; exercises independent judgment within broad policy guidelines; provides leadership, direction and guidance in police and public safety strategies, policy development and priorities; monitors and communicates changes in state and federal regulations, standards, and legislation.
- Provides direction and oversees activities and operations of assigned functions to assure maximum efficiency and effectiveness in meeting established goals and objectives.
- Plans, directs, and coordinates, through subordinate level managers, the work plan of the Police Department; meets with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meets with all department employees either individually or in groups to discuss work methods and procedures and progress toward meeting goals and objectives.
- Serves as principal advisor to the City Administrator on Public Safety related issues: compiles, evaluates and analyzes information, and recommends and implements solutions; assures department activities and procedures are compliant with all laws, policies, regulations, and standards.
- Assists with the development and implementation of short- and long-term plans to align with the City's strategic plan.
- Directs the selection, hiring, orientation, and training of new employees, as well as performance management, including mentoring and promoting career development, wage administration, and discipline of employees in the Police Department in accordance with Civil Service regulations.
- Manage and participate in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs the preparation of and implements budgetary adjustments as necessary. Oversees grant applications and administration.
- Provides strategic direction for community public safety and develops strong relationships and strategic partnerships within the City organization, the governing body, the law

enforcement community, state and federal officials, business groups, representatives of the media and the public.

- Works closely with the City Administrator to communicate a unified commitment to achieving the mission and promoting the values of the organization. This includes but is not limited to support of the strategic plan, brand standards and various other city sponsored work teams.
- Performs responsibilities in a manner that clearly shows effective communication and collaboration with other units of the City, surrounding jurisdictions, and other law enforcement agencies that promotes open exchange of information, respect, high ethical standards, and professionalism.
- Participates on a variety of boards and commissions; attends and participates in professional group meetings, community activities and events, City Council meetings and a variety of other meetings as needed or directed.
- Prepares a variety of studies, reports, and related information for decision-making purposes; conducts research, does analysis, and prepares recommendations regarding policies, procedures or proposals for programs, grants, services, budget, equipment, etc.
- Assists with preparation of City Council agendas by reviewing submitted items, preparing resolutions, analyzing materials, recommending changes, ensuring departments submit necessary materials and reviewing final product for quality control.
- Oversees enforcement of those provisions of the La Vista Municipal Code, ordinances, regulations, state and federal laws pertaining to the preservation of law and order, the maintenance of public peace and safety, and the protection of life and property.
- Investigates and/or responds to citizens' questions, concerns and/or complaints relating to the Police Department.
- Assumes direct command in major emergency situations. Serves as liaison with County emergency preparedness director in emergency situations and as liaison with other area law enforcement agencies in enforcement and investigations.
- Keeps the City Administrator informed of police operations to ensure a good understanding of programs, and to improve the effective functioning of the Department.
- Direct regular staff meetings of the department; review activity reports and crime reports and statistics; prepare a variety of reports regarding departments activities, programs and projects.
- Oversees the Sarpy Douglas Law Enforcement Academy (SDLEA) in accordance with the responsibilities and duties of SDLEA agreement and in accordance with the Nebraska Commission on Law Enforcement and Criminal Justice through the Police Standards Advisory Council.
- Makes public presentations.
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#### **Essential Physical and Environmental Demands**

- Work is performed both indoors and outdoors year-round in varying weather and environmental conditions. Exposure to climatic conditions includes hot, cold, wet and/or humid weather conditions.
- Work is also performed in office settings. Long periods of sitting. Intermittent periods of standing and walking. Hand-eye coordination is necessary to efficiently operate computers and various pieces of office equipment.
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- Occasionally, the employee may visit construction or work sites, which may be dusty, noisy and hazardous.
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- Exposure to unknown health conditions from contacts with individuals or animals with contagious and communicable diseases. Occasional exposure of work time to hazardous situations which involve armed or physically violent persons or handling mentally or emotionally disturbed persons.
- Must be able to effectively use communication devices, crowd and belligerent individual control techniques and devices, and designated firearms and incapacitating agents.
- Work time may require irregular hours and shifts; at times voluntary and involuntary overtime may be available or necessary, as well as being called back to duty on short notice.

#### **Education, Training, License, Certification and Experience\*\***

- Bachelor's degree from an accredited college or university in Criminal Justice/Public Administration/Business or related field.
- Master's Degree Criminal Justice/Public Administration/Business or related field preferred.
- Minimum of ten (10) years law enforcement experience in a local government agency that demonstrates expertise in all facets of police administration, including at least five (5) years of increasingly responsible management experience in a command level position with a range of operational and administrative experience in an urban/suburban police department.
- Completion of an advanced police leadership training such as the FBI National Academy, Senior Management Institute for Police, Northwestern School of Police, or similar program is preferred.
- Must possess a valid Driver's license.
- Must be a U.S. citizen.
- Must successfully complete all elements of the Civil Service testing and application procedures resulting in selection and appointment to the Civil Service eligibility list.
- Must be able to pass a comprehensive law enforcement background investigation and psychological assessment.
- Must have successfully completed the basic supervision and management training from the Nebraska Law Enforcement Training Center (or equivalent).
- Must successfully become certified as a police officer in Nebraska by the Police Standards Advisory Council within one year of appointment.

#### **Special Requirements**

Police Chief shall reside within a reasonable travel time distance to the City of La Vista

#### **Knowledge, Skills and Abilities**

- Comprehensive knowledge of modern law enforcement principles, practices/procedures and methods of police operations and administration.
- Comprehensive knowledge of federal, state and city laws and ordinances.
- Understanding of municipal government structure and function as well as knowledge of procedures, standards, and current developments in effective city government.
- Skills in modern management principles and practices of public administration, community planning and federal and state programs.
- Knowledge of personnel laws, principles and procedures and skills in training, supervision, employee counseling/discipline, classification, and personnel policies.
- Knowledge of and related proficiencies in strategic planning, financial and budgetary processes, capital improvement program management, intergovernmental relations, labor relations/negotiations/contract administration, and land use and traffic and transportation issues.
- Outstanding interpersonal, relationship building, and communication skills.

- Strong critical thinking and strategic planning skills necessary to develop and implement citywide and department mission, vision, goals and values.
- Ability to establish and maintain effective working relations with city officials, fellow employees, members of the public and patrons.
- Ability to provide effective leadership and maintain cooperation and interaction between city departments.
- Ability to accomplish tasks in a timely manner to meet deadlines.
- Ability to analyze organizational and administrative problems, adopt an effective course of action and provide leadership to others in such actions.
- Ability to effectively delegate responsibility to subordinates.
- Strong ability to maintain confidences and routinely handle extremely sensitive and political information; skills in human relations, diplomacy, tact and negotiating.
- Ability to work independently, as part of a team, and with the public.
- Ability to collect and analyze technical information, evaluates municipal programs, policies, and operational needs; and prepares clear, accurate, comprehensive recommendations and reports.
- Ability to critically assess situations, resolve problems, and work effectively under stress within deadlines and changes in priorities.
- Ability to maintain regular and dependable attendance and be available for a varying schedule including evenings, weekends, and holidays.
- Effective writing skills and sufficient oral skills to speak in public and deliver presentations.
- Knowledge and understanding of computer operations.
- Skill in identifying emerging issues, developing and implementing new approaches and/or refining the department's organization structure to generate desired results as efficiently as possible; ability to anticipate and resolve problems before a crisis ensues.
- Understanding of the City's political environment and sensitivities; ability to function effectively within that environment.

#### **Contributions this Position Makes to the City**

The Chief of Police/Director of Public Safety Ensuring works to ensure community safety by preventing and addressing crime and incivility which is a priority for the City of La Vista. This position provides highly responsible assistance to the City Administrator and contributes to the success of the City by working closely with the Executive Leadership Team on complex and strategic initiatives dealing with Public Safety and other organizational issues.

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Pay Range: Q  
Date: 8/19/2025  
Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Police Captain**  
Position Reports To: Chief of Police  
Position Supervises: Police Sergeants & Police Officers & Civilian Personnel

### **Description**

Under the direction of the Chief of Police, assists in the coordination, planning and directing of Police Department activities and personnel.

**Essential Functions** (As required, appropriate or directed, and with or without reasonable accommodation).

- Supervises the assignment and activities of sworn and civilian personnel.
- Assures proper enforcement of Federal, State and Local laws.
- Assists the Police Chief in making disciplinary recommendations to the City Administrator.
- Advises the Police Chief on the selection, training, assignment and promotion of personnel.
- Coordinates and supervises departmental and recruit training.
- Responsible for the supervision of Police Sergeants.
- Conducts performance evaluations on all employees under his/her supervision.
- Assists in the development, implementation and review of departmental procedures.
- Plans and directs arrests and seizures.
- Works in conjunction with other law enforcement agencies in enforcement and investigation.
- Advises officers regarding difficult cases and seeks legal counsel as needed.
- Oversees operations at major crime scenes.
- Provides guidance in criminal investigations.
- Reviews and approves police reports.
- Evaluates and makes recommendations regarding departmental programs and activities.
- Serves as department's liaison with the media.
- Serves as department liaison for animal control services.
- Directs crowd control as needed.
- Prepares reports, correspondence, and other documentation.
- Addresses citizen and City staff inquiries and concerns.
- Acts in the absence of Police Chief.
- Makes public presentations.
- Attends meetings as required or directed.
- Investigates internal complaints at the direction of the Police Chief.
- Assists in the development and implementation of departmental budget.
- Assists in the preparation of grant applications and implementation of awarded grants.
- Assists the Police Chief and Civil Service Commission in testing and reviewing job applicants.
- Responsible for overseeing the inventory and acquisition of equipment and supplies to include fleet, property and uniforms.
- Responsible for coordinating building security and operations
- Performs other duties as directed or as the situation dictates.

### **Essential Physical and Environmental Demands**

Work is performed both indoors and outdoors year-round in varying weather and environmental conditions. Exposure to climatic conditions includes hot, cold, wet and/or humid weather conditions. Job duties may require physical activity, including walking, running, standing, kneeling, bending, crouching, reaching, climbing, lifting, carrying, sitting, pulling and pushing. Must be able to lift or drag up to 150 pounds, for up to 15 feet. Incumbents must also possess the coordination and manual dexterity to physically access and maneuver on rough terrain.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. Vision must be correctable to 20/30. Must be able to hear and understand voices at normal conversational levels. Moderate to high levels of stress may be experienced. Involves contact with dangerous persons; exposure to hazardous materials, narcotics, loud noises, noxious odors and blood borne pathogens. Must be able to effectively use communication devices, crowd and belligerent individual control techniques and devices, and designated firearms and incapacitating agents.

### **Education, Training, License, Certification and Experience**

- Bachelor's degree or 120 credit hours in Criminal Justice, Police Science, Administration of Justice, Law Enforcement or other closely related field from a U.S. institution accredited by a regionally recognized organization is required.
- Must possess a valid driver's license.
- Must be a U.S. Citizen
- Must successfully complete all elements of the Civil Service testing and application procedures resulting in selection and appointment to the Civil Service eligibility list.
- Six years progressively responsible law enforcement experience and a minimum of two (2) years as a Sergeant or line supervisor in a municipal police organization.
- Must have successfully completed the basic supervision training from the Nebraska Law Enforcement Training Center (or equivalent).

### **SPECIAL REQUIREMENTS**

No prior criminal history and must not engage in conduct or a pattern of conduct that would jeopardize public trust; must be of good moral character.

### **Knowledge, Skills and Abilities**

- Knowledge of the principles and practices of modern police department administration, organization, and operations. Knowledge of the equipment, automation, and weapons used in modern law enforcement, including communications systems and vehicles.
- Knowledge of applicable federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures.
- Knowledge of the techniques of crime prevention, community policing and law enforcement; including surveillance, investigation, preservation of evidence, and the legal requirements and limitation on police authority. Knowledge of the laws governing rights of citizens, custody of persons, search and seizure, the rules of evidence, and the maintenance and use of police records and their application to the solution of police problems.
- Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
- Ability to understand police budgets.
- Ability to handle confidential information in a sensitive manner.
- Ability to work independently, as part of a team and with the public.
- Ability to exercise initiative and sound, ethical judgment in evaluating situations and in making decisions.
- Ability to resolve conflicts.
- Skill in conducting investigations of a criminal activity.
- Skill in the use of firearms and other police equipment.
- Computer skills and ability to use MS Office products.
- Ability to work a varying schedule including, evenings, weekends, and holidays.

- Ability to establish and maintain effective working relations with fellow law enforcement officers and supervisors; exercise good judgment, tact and diplomacy in dealing with city officials, department personnel, volunteers, patrons, outside agencies and the public.
- Ability to maintain regular and dependable attendance on the job.

**Contributions this Position Makes to the City**

The Police Captain plays a critical leadership role in ensuring the safety and well-being of the La Vista community by overseeing daily operations, managing personnel, and implementing departmental goals and strategies. This position supports the Chief of Police by providing operational oversight, fostering interdepartmental collaboration, and helping to ensure that public safety initiatives are carried out effectively and efficiently in alignment with the City's priorities.

I have read and understand the requirements of this position description.

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(Signature)

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(Date)



Pay Range: Q  
Date: 8/19/2025 ~~DRAFT~~  
Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: **Police Captain**  
Position Reports To: Chief of Police  
Position Supervises: Police Sergeants & Police Officers & Civilian Personnel

**Description:**

Under the direction of the Chief of Police, assists in the coordination, planning and directing of Police Department activities and personnel.

**Essential Functions:** (As required, appropriate or directed, and with or without reasonable accommodation).

- 1.0 Supervises the assignment and activities of sworn and civilian personnel.
- 2.0 Assures proper enforcement of Federal, State and Local laws.
- 3.0 Assists the Police Chief in making disciplinary recommendations to the City Administrator.
- 4.0 Advises the Police Chief on the selection, training, assignment and promotion of personnel.
- 5.0 Coordinates and supervises departmental and recruit training.
- 6.0 Responsible for the supervision of Police Sergeants.
- 7.0 Conducts performance evaluations on all employees under his/her supervision.
- 8.0 Assists in the development, implementation and review of departmental procedures.
- 9.0 Plans and directs arrests and seizures.
- 10.0 Works in conjunction with other law enforcement agencies in enforcement and investigation.
- 11.0 Advises officers regarding difficult cases and seeks legal counsel as needed.
- 12.0 Oversees operations at major crime scenes.
- 13.0 Provides guidance in criminal investigations.
- 14.0 Reviews and approves police reports.
- 15.0 Evaluates and makes recommendations regarding departmental programs and activities.
- 16.0 Serves as department's liaison with the media.
- 17.0 Serves as department liaison for animal control services.
- 18.0 Directs crowd control as needed.
- 19.0 Prepares reports, correspondence, and other documentation.
- 20.0 Addresses citizen and City staff inquiries and concerns.
- 21.0 Acts in the absence of Police Chief.
- 22.0 Makes public presentations.
- 23.0 Attends meetings as required or directed.
- 24.0 Investigates internal complaints at the direction of the Police Chief.
- 25.0 Assists in the development and implementation of departmental budget.
- 26.0 Assists in the preparation of grant applications and implementation of awarded grants.
- 27.0 Assists the Police Chief and Civil Service Commission in testing and reviewing job applicants.
- 28.0 Responsible for overseeing the inventory and acquisition of equipment and supplies to include fleet, property and uniforms.

- 29. Responsible for coordinating building security and operations
- 30. Performs other duties as directed or as the situation dictates.
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#### **Essential Physical and Environmental Demands**

Work is performed both indoors and outdoors year-round in varying weather and environmental conditions. -Exposure to climatic conditions includes hot, cold, wet and/or humid weather- conditions. -Job duties may require physical activity, including walking, running, standing, kneeling, bending, crouching, reaching, climbing, lifting, carrying, sitting, pulling and pushing. Must be able to lift or drag up to 150 pounds, for up to 15 feet. Incumbents must also possess the coordination and manual dexterity to physically access and maneuver on rough terrain.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to focus. -Vision must be correctable to 20/30. Must be able to hear and understand voices at normal conversational levels. Moderate to high levels of stress may be experienced. Involves contact with dangerous persons; exposure to hazardous materials, narcotics, loud noises, noxious odors and blood borne pathogens. Must be able to effectively use communication devices, crowd and belligerent individual control techniques and devices, and designated firearms and incapacitating agents.

**Note:** Physical examination and drug screening tests will follow all conditional offers of employment.

#### **Education, Training, License, Certification and Experience**

- 4. Bachelor's degree or 120 credit hours in Criminal Justice, Police Science, Administration of Justice, Law Enforcement or other closely related field from a U.S. institution accredited by a regionally recognized organization is required.
- 2. Must possess a valid driver's license.
- 3. Must be a U.S. Citizen
- 4. Must successfully complete all elements of the Civil Service testing and application procedures resulting in selection and appointment to the Civil Service eligibility list.
- 5. Six years progressively responsible law enforcement experience and a minimum of twothree (32) years as a Sergeant or line supervisor in a municipal police organization.
- 6. Must have successfully completed the basic supervision training from the Nebraska Law Enforcement Training Center (or equivalent).
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#### **SPECIAL REQUIREMENTS**

- 1. No prior criminal history and-
- 2. ~~M~~Must not engage in conduct or a pattern of conduct that would jeopardize public trust; must be of good moral character.

#### **Knowledge, Skills and Abilities**

- 1. Knowledge of the principles and practices of modern police department administration, organizationorganization, and operations.- Knowledge of the equipment, automation, and weapons used in modern law enforcement, including communications systems and vehicles.
- 2. Knowledge of applicable federal, state and local laws, ordinances, statutes, rules, regulations, policies and procedures.
- 3. Knowledge of the techniques of crime prevention, community policing and law enforcement; including surveillance, investigation, preservation of evidence, and the legal requirements and limitation on police authority. Knowledge of the laws governing rights of citizens, custody of persons, search and seizure, the rules of evidence, and the maintenance and use of police records and their application to the solution of police problems.

- 4.● Ability to supervise, manage, lead and coordinate activities of a growing, complex and evolving organization and the ability to plan, structure and supervise the work of a large number of subordinates performing varied operations.
- 5.● Ability to understand police budgets.
- 6.● Ability to handle confidential information in a sensitive manner.
- 7.● Ability to work independently, as part of a team and with the public.
- 8.● Ability to exercise initiative and sound, ethical judgment in evaluating situations and in making decisions.
- 9.● Ability to resolve conflicts.
- 10.● Skill in conducting investigations of a criminal activity.
- 11.● Skill in the use of firearms and other police equipment.
- 12.● Computer skills and ability to use MS Office products.
- 13.● Ability to work a varying schedule including, evenings, weekends, and holidays.
- 14.● Ability to establish and maintain effective working relations with fellow law enforcement officers and supervisors; exercise good judgment, tact and diplomacy in dealing with city officials, department personnel, volunteers, patrons, outside agencies and the public.
- 15.● Ability to maintain regular and dependable attendance on the job.

**Contributions this Position Makes to the City**

The Police Captain plays a critical leadership role in ensuring the safety and well-being of the La Vista community by overseeing daily operations, managing personnel, and implementing departmental goals and strategies. This position supports the Chief of Police by providing operational oversight, fostering interdepartmental collaboration, and helping to ensure that public safety initiatives are carried out effectively and efficiently in alignment with the City's priorities.

I have read and understand the requirements of this position description.

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(Signature)

\_\_\_\_\_  
(Date)



Pay Range: 426  
Date: 8/19/25  
Non-Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Police Sergeant  
Position Reports To: Captain  
Position Supervises: Police Officers

### Description:

Under the direction of the Captain or other designated supervisor, performs supervisory work and other work as directed in areas of patrol, investigations or staff functions within the La Vista Police Department.

**Essential Functions:** —(As required, appropriate or directed, and with or without reasonable accommodation).

- 1.0 Distributes assignments at the beginning of shift.
- 2.0 Supervises police officers and non-sworn personnel during the shift.
- 3.0 Supervises and assists with investigations and apprehensions.
- 4.0 Coordinates efforts among shift personnel and other police personnel.
- 5.0 Patrols the City to assure proper enforcement of federal, state and local laws; issues citations and makes arrests.
- 6.0 Responds to personal injury accidents and other emergency situations.
- 7.0 Administers first aid in emergency situations.
- 8.0 Testifies in court proceedings.
- 9.0 Assists in controlling and directing traffic.
- 10.0 Responds to citizen and City staff inquiries and concerns.
- 11.0 Maintains departmental records relating to personnel and assists in employee evaluations.
- 12.0 Coordinates and assures proper personnel coverage.
- 13.0 Supervises the receiving, searching and booking of prisoners.
- 14.0 Reviews reports of all shift personnel.
- 15.0 Assists in budget preparation and administration.
- 16.0 Prepares reports, correspondence and other written documentation.
- 17.0 Assists in writing grants and grant applications.
- 18.0 Assists in evaluation of law enforcement problems.
- 19.0 Assists in the development of community service programs.
- 20.0 Utilizes community policing techniques.
- 21.0 Makes public presentations.
- 22.0 Performs other duties as directed or as the situation dictates.

### **Essential Physical and Environmental Demands**

Work is performed both indoors and outdoors year round in varying weather and environmental conditions. Exposure to climatic conditions includes hot, cold, wet and/or humid weather conditions. Job duties require a considerable amount of physical activity, including walking, running, standing, kneeling, bending, crouching, reaching, climbing, lifting, carrying, sitting, pulling and pushing. Must be able to lift or drag up to 150 pounds, for up to 15 feet. Incumbents must also possess the coordination and manual dexterity necessary to physically access and maneuver on rough terrain. Specific vision abilities required by this job include close vision,

distance vision, peripheral vision, depth perception and the ability to focus. Vision must be correctable to 20/30. Must be able to hear and understand voices at normal conversational levels. Moderate to high levels of stress may be experienced. Involves contact with dangerous persons; exposure to hazardous materials, narcotics, loud noises, noxious odors and blood borne pathogens. Ability to effectively use communication devices, crowd and belligerent individual control techniques and devices, and designated firearms and incapacitating agents.

**Note: Physical examination and drug screening tests will follow all conditional offers of employment.**

**Education, Training, License, Certification and Experience\*\***

**Education, Training, License, Certification and Experience**

- 1.● An Associate Degree or 60 semester hours from an accredited college or university.
- 2.● Must possess a valid Drivers license.
- 3.● Must be 21 years of age.
- 4.● Must be a U.S. citizen.
- 5.● Must successfully complete all elements of the Civil Service testing and application procedures.
- 6.● ~~Five years of experience as a sworn law enforcement officer, with a minimum of two~~<sup>Three</sup> ~~(23)~~ years of experience with the City of La Vista Police Department. ~~of sworn experience in civilian police work.~~
- 7.● Must have successfully completed the basic training certification required by the Nebraska Law Enforcement Training Center (or equivalent) with additional investigative training.

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**Knowledge, Skills and Abilities**

- 1.● Must be available for call out and able to work a varying schedule, including nights, weekends, holidays, overtime and emergency callback.
- 2.● Knowledge of municipal police administration and organization.
- 3.● Knowledge of municipal and police budgets.
- 4.● Knowledge of ~~community based~~<sup>community-based</sup> police procedures, techniques and policies.
- 5.● Knowledge of laws governing custody of persons, search and seizure and the rules of evidence.
- 6.● Knowledge of Federal and State criminal justice systems and laws.
- 7.● Basic skill in the use of firearms.
- 8.● Basic computer skills.
- 9.● Ability to analyze situations and adopt quick, effective and reasonable courses of action giving due regard to surrounding hazards and circumstances.
- 10.● Basic mathematical skills.
- 11.● Ability to resolve conflicts.
- 12.● Ability to make proper decisions rapidly in emergency situations.
- 13.● Ability to work without direction.
- 14.● Ability to supervise employees and coordinate the activities of volunteers.
- 15.● Ability to establish and maintain effective working relations with fellow law enforcement officers and supervisors; exercise good judgment, tact and diplomacy in dealing with city officials, department personnel, volunteers, patrons, outside agencies and the public.
- 16.● Ability to maintain regular and dependable attendance on the job.

**Contributions this Position Makes to the City**

~~The Police Sergeant serves as a front-line supervisor, directly supporting the mission of the La Vista Police Department by leading patrol officers and ensuring effective response to community~~

needs. This position contributes to the safety and quality of life in La Vista by providing guidance in the field, enforcing policies and procedures, and promoting professional development among staff. The Sergeant plays a key role in maintaining operational readiness and building trust through positive community engagement.

I have read and understand the requirements of this position description.

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(Signature)

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(Date)



Pay Range: 426  
Date: 8/19/25  
Non-Exempt

## POSITION DESCRIPTION CITY OF LA VISTA

Position Title: Police Sergeant  
Position Reports To: Captain  
Position Supervises: Police Officers

### **Description**

Under the direction of the Captain or other designated supervisor, performs supervisory work and other work as directed in areas of patrol, investigations or staff functions within the La Vista Police Department.

### **Essential Functions** (As required, appropriate or directed, and with or without reasonable accommodation).

- Distributes assignments at the beginning of shift.
- Supervises police officers and non-sworn personnel during the shift.
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- Coordinates efforts among shift personnel and other police personnel.
- Patrols the City to assure proper enforcement of federal, state and local laws; issues citations and makes arrests.
- Responds to personal injury accidents and other emergency situations.
- Administers first aid in emergency situations.
- Testifies in court proceedings.
- Assists in controlling and directing traffic.
- Responds to citizen and City staff inquiries and concerns.
- Maintains departmental records relating to personnel and assists in employee evaluations.
- Coordinates and assures proper personnel coverage.
- Supervises the receiving, searching and booking of prisoners.
- Reviews reports of all shift personnel.
- Assists in budget preparation and administration.
- Prepares reports, correspondence and other written documentation.
- Assists in writing grants and grant applications.
- Assists in evaluation of law enforcement problems.
- Assists in the development of community service programs.
- Utilizes community policing techniques.
- Makes public presentations.
- Performs other duties as directed or as the situation dictates.

### **Essential Physical and Environmental Demands**

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**Education, Training, License, Certification and Experience\*\***

- An Associate Degree or 60 semester hours from an accredited college or university.
- Must possess a valid Drivers license.
- Must be 21 years of age.
- Must be a U.S. citizen.
- Must successfully complete all elements of the Civil Service testing and application procedures.
- Five years of experience as a sworn law enforcement officer, with a minimum of two (2) years of experience with the City of La Vista Police Department.
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**Knowledge, Skills and Abilities**

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- Ability to work without direction.
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**Contributions this Position Makes to the City**

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(Signature)

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(Date)