

Chief of Police

Job Posting

Job ID: 68331949	Entry Level: No
Company Name For Job: City of Valley Mills	Workplace Type: On-Site
Position Title: Chief of Police	Job Type: Full-Time
Company Name: City of Valley Mills	Job Duration: Indefinite
Job Function: Police	Location(s): Valley Mills, Texas, 76689, United States

CONTACT INFORMATION

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Job Description

The City of Valley Mills is actively seeking a highly qualified, progressive leader to become the Chief of Police for the Valley Mills Police Department. The Valley Mills Police Department is a recognized Texas Police Chief's Association Accredited Agency and will require additional qualifications to maintain this status.

Other requirements include: 10 years of supervisory responsibility with five to seven years in a senior or command staff role in a department of like size is recommended. Previous experience as a police chief is preferred. Any combination of equivalent education, training, and experience that provides the required knowledge and skills will be considered. TCOLE Master Peace Officer certification or out of state equivalent is required. Out of state candidates must be able to obtain TCOLE certification within a period determined by TCOLE and agreed to by the City of Valley Mills. The ideal candidate would hold a bachelor's degree in criminal justice, public administration, or a related field. A master's degree is preferred.

The City of Valley Mills is located in beautiful Bosque County on State Highway 6 northwest of Waco. The next police chief is expected to have a passion for providing excellent service to the community while maintaining and creating new partnerships with other entities to expand the department's ability to provide quality service.

JOB DESCRIPTION

Job Title: Chief of Police

Department: Police Department

Reports To: Mayor and City Council

Salary: \$55,000-\$61,000

FLSA Classification: Exempt

GENERAL DESCRIPTION:

The Police Chief reports to the Mayor and City Council for the proper operation of the Police Department. Performs administrative, managerial and technical functions associated with overseeing the activities of the Police Department, enforcing and supervising the enforcement of all city statutes/ordinances and state laws/regulations for which the Police Department is accountable. Duties and responsibilities include planning, coordinating and directing all aspects of department operations; responding to and directing major calls/occurrences; formulating orders/regulations; developing departmental budget and controlling expenditures; supervising assigned employees; and providing information and assistance to the general public.

EXAMPLES OF SPECIFIC WORK PERFORMED:

- Assumes management responsibility for all Police Department services and activities, including enforcement of laws, statutes and ordinances, crime prevention, criminal investigation, emergency communications, and other related law enforcement activities;
- Establish rules and procedures to be followed by the Police Department as may be necessary for proper law enforcement and criminal apprehension;
- Recommend the appointment and removal of officers and employees within the Police Department within such limits and bounds as prescribed by statutes and City Personnel Rules and Regulations;
- Prepare the Police Department's budget annually and submit the budget to the City Secretary for review and inclusion in the total city budget; responsible for its efficient administration after adoption;

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- Prepare and submit to the City Council at the monthly council meetings a report of activities of the Police Department during the month, and other reports as requested;
- Responds in emergency situations; directs the department's Emergency Management functions in coordination with the Emergency Management Coordinator;
- Provides timely, accurate and thorough performance evaluations for Police Department employees;
- Confer with citizens and City officials on law enforcement problems;
- Plans and implements Police Department goals and objectives and develops and administers programs, policies and procedures included positive community relationships;
- Coordinates Police Department programs, services, and administrative matters with the City Mayor, including attending meetings with administrative staff and keeping the City Mayor informed of key needs, issues, and support requirements;
- Prepares and coordinates City Council agenda items and work session items, including reviewing agenda material with the City Secretary and attending City Council meetings, public hearings, and related proceedings to represent the Police Department;
- Delegates work assignments, projects, and programs; monitors work flow; and reviews and evaluates work products, methods and procedures to include working some weekends to give other Officers time off;
- Oversees establishment, planning, and supervision of the police training to include all necessary training to keep the department in compliance with TCOLE requirements;
- Monitors compliance with state requirements, including advising on police personnel matters within its jurisdiction and conferring with departmental staff and employees on personnel related issues;
- Initiates internal investigations when appropriate and directs corrective action as needed
- Works with outside agencies and other departments to explain and justify Police Department programs, policies, and activities and to negotiate and resolve sensitive issues;
- Attends civic, professional, service, and community group meetings at schools, churches, and other places of public gathering to explain the activities and functions of the Police Department and promote positive public relations;
- Works with a variety of boards and commissions, including attending and participating in professional groups and committees and staying abreast of new trends and innovations in the field of law enforcement;
- Other duties as assigned by the Mayor and City Council.

IMMEDIATE SUPERVISOR: Mayor and City Council

POSITIONS SUPERVISED:

Directly: Supervises all other Police Department personnel

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Indoor and outdoor work. Level of physical activity is moderate to heavy, dealing with uncooperative and combative individuals, and assisting occupants in vehicle accidents. Other hazards include possible exposure to diseases, rabid or vicious animals, bomb threats, dangerous machinery, electrical lines, hostile situations, speeding motorists, various driving conditions and violent individuals endangering life; inconvenience factors such as emergency calls, extra hours, and irregular hours. Ability to bend, stoop, walk, run, crouch, crawl, sit, and stand. Ability to drive a vehicle to and from various sites. Employee will be exposed to seasonal temperatures and adverse weather while performing duties and may be exposed to mechanical and chemical hazards. Ability to lift materials weighing a minimum of 50 pounds. Ability to walk over sloped & uneven terrain. Work could involve getting dirty and wet. Employee will be exposed to dirt, dust, noises, fumes, poor light, and odors.

CONTACT WITH OTHERS:

Daily contact with city employees, the general public, state and local officials, and news media.

BENEFITS

Health, Vision, Dental, Retirement, Paid Vacation and Sick Time

Job Requirements

EDUCATION:

- Possess TCOLE Master Certificate
- Broad background of specialty skill training and certifications
- Prefer graduation from the Law Enforcement Management Institute of Texas Leadership Command College, or other similar academy
- Must have served as a bona fide law enforcement officer for at least ten years
- Or combination of certifications, schooling, and work experience in lieu of above (a – e)
- prefer Bachelor's Degree in Police Science or Public Administration, or related field

MANAGEMENT EXPERIENCE:

- Minimum of five (5) years command level experience. (Has managed other supervisors)
- Experience with financial management, budget development, and revenue forecasting.
- Experience with media relations.
- Experience in planning and organizational analysis.
- Experience with policy development.

PROFESSIONAL KNOWLEDGE:

- Innovative, demonstrated by very progressive management philosophies and techniques. (Example: a thorough understanding and application of community and problem-oriented policing practices and philosophies.)
- Motivational leadership skills, demonstrated by significant interaction with employees / staff on a regular basis.
- Knowledgeable of human resources issues, performance evaluations.
- Knowledgeable of performance management principles.
- Knowledgeable of contemporary management functions that support decentralized decision making.
- Flexible management style, responsive to emerging circumstances.
- Ability to articulate thought and observations through written communication.

SKILLS AND ABILITIES:

- Confident management style that is participatory and team oriented.
- Team player with other city departments and their staff.
- Ability to build police staff into a team.
- Ability to build mutual partnerships and programs in the community.
- Ability to build inter-governmental cooperation.
- Demonstrated ability to build consensus.

SENIOR LEVEL KNOWLEDGE AND EXPERIENCE:

- Capability to work and interface with elected officials.
- Understanding of political relationships and sensitivities.
- Capable of dealing with forceful personalities.
- Broad knowledge of legal aspects and implications of law enforcement services.
- Broad knowledge of field operations, tactical and investigative decision making.
- Ability to make independent decisions dealing with the equitable application of law enforcement.

REQUIRED LICENSES AND CERTIFICATES:

- Must possess a Texas Peace Officer's License prior to first day of employment.
- Must obtain ICS-100 NIMS, ICS-200 NIMS, ICS-300 NIMS, ICS-400 NIMS, and IS-700 NIMS courses within first 12 months of employment in this position.