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| **JOB DESCRIPTION** |
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**City of West**

**Job Title: Police Chief**

**Reports to: Mayor**

**JOB SUMMARY**

Under the general direction of the Mayor, the Police Chief oversees, administers, and manages the operations and services of the Police Department for the safety and protection of the citizens of the City of West; preserving order, protecting life and property, and enforcing laws and municipal ordinances. Provide direction and planning for the growth and development of police services. Supervise assigned Police Department staff.

**SUPERVISION**

REPORTS directly to the City Mayor

EXERCISES direct supervision over the Police department staff.

**ESSENTIAL JOB FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

**1. Administration**

• Oversee daily operations, activities, and programs of the Police department in the areas of administration, patrol operations, criminal investigations and community service specialists.

• Evaluate and identify grant opportunities for the Police department.

• Recommend and administer departmental policies and procedures.

• Maintain departmental efficiency, effectiveness, and safety.

• Direct the forecast of additional funds needed for staffing, equipment, materials, and supplies.

• Serve as a member of the City's management team; provide information and recommendations regarding operations.

• Develop strategic long range and short-range plans to determine goals and objectives for the department.

• Participate, oversee, and manage the administration of the department budget, budget projections, and justifications for the annual budget.

• Assist and responds to calls in the City

• Purchasing procedures as outlined by Finance.

**2. Customer Service / Training**

• Ensure training for police personnel is conducted as required by governing agencies, and as budget allows.

**3. Public Relations**

• Communicate effectively with City Mayor, City Council, and City staff, including public presentations when needed.

• Respond to written and verbal inquiries and complaints from citizens in a timely manner.

• Represent the City in meeting with individuals, community groups, professional organizations, and leaders to determine needs and issues of the community.

City of West Police Chief (Continued)

•Represent the City in all areas of assigned responsibility.

• Coordinate projects and activities internally and externally of assigned department operations.

• Oversee operations of various community programs to serve the City (National Night Out, Community policing, etc.).

**4. Personnel**

• Supervise and direct all police department staff.

• Process annual employee performance reviews for police personnel, ensuring employees meet the minimum expectations of their individual roles and responsibilities.

• Work with employees to correct deficiencies; implement discipline and termination procedures when needed.

• Coordinate with Human Resources in the recruitment and selection of department personnel.

• Ensure department personnel receive training/continuing education as the budget allows.

• Review and assign staff resources as needed to achieve objectives of programs and services within the departments.

• Ensure payroll timesheets are processed accurately and efficiently for submission to Finance.

**5. Other Duties**

• Travels to attend meetings, conferences and training.

• Performs other related duties as assigned by the City Mayor or designee.

• Regular and consistent attendance for the assigned work hours is essential.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience Guidelines:**

Associates degree from an accredited college or university in criminal justice is preferred but not required in the field of police science or law enforcement, or a closely related field; and other related coursework and training that demonstrates a commitment to lifelong learning and practices in this field. Eight years’ law enforcement experience, 3 years of which is in a command or supervisory role is preferred. Equivalent combination of education and experience may also suffice for meeting the qualifications for this position.

**Knowledge of:**

• Management and leadership practices and principles.

• The administration, management and oversight of a municipal police department.

• Knowledge of procedures and standards for development review and of statistical and research techniques.

• Applicable laws, rules, regulations, ordinances and codes pertaining to police activities.

• Government organization and administration.

• Principles of effective public relations and relationships with individuals, community groups and agencies, private firms and other levels of government.

• Public finance, budget preparation and budgetary controls.

• Intermediate computer applications including proficiency in Microsoft Office.

**Skills and Abilities:**

• Plan, assign, coordinate, and conduct the work of varied functions with a municipal police department.

• Maintain knowledge of the latest technological advancements and trends in law enforcement.

• Resolve customer complaints and concerns.

• Select, train, organize, evaluate and effectively utilize staff.

• Establish and maintain effective working relationships.

• Experience in long-range strategic planning.

• Communicate effectively, both orally and in writing.

• Using computers and various software programs.

• Perform simple mathematical computation related to financial and budgetary management.

• Analyze police problems and utilize problem solving methods for the purpose of planning corrective policies and procedures; interpret policies, analyze diverse data.

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•Respond appropriately in an emergency situation.

• Defuse confrontational and/or hostile individuals.

• Attend City Council meetings, board meetings and seminars after normal working hours. Some travel is involved.

• Exercise judgment and utilize discretion with tact.

• Be punctual and regular in attendance.

**LICENSES AND/OR CERTIFICATIONS**

Must possess an Advanced Texas Peace Officer License by Texas Commission on Law Enforcement (TCOLE).

Must meet and maintain all regulatory requirements by TCOLE.

Possess a valid Texas Driver’s License.

**PHYSICAL DEMANDS / ENVIRONMENTAL FACTORS AND CONDITIONS**

• Work is performed in a standard office environment.

• May be subject to repetitive motion such as typing, data entry and vision to monitor.

• May require standing, sitting, walking.

• May be subject to occasional lifting, carrying, bending, reaching, kneeling, pulling, crouching, and lifting.

• Must be able to sit for an extended period of time.

• Must be able to work in extreme temperatures.

• Must be able to work in stressful situations.

**CANDIDATE PREFERENCE:**

**\*\*\*Preference given to candidates who live within 15 miles of West city limits.**

The job description is not an employment agreement, contract agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read this job description and understand the contents. By signing below, I further understand and agree this job description applies to my current position, and I am responsible for meeting the requirements outlined.

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Printed Name

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Signature

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Date

**The above statements describe the general nature and level of work being performed, as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by supervisor. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate the individual with disabilities**