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| **JOB OPENING** |
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**City of West**

**Job Title: Police Chief**

**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.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*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.*

**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.

•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.

• 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.

**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.

**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.

**CANDIDATE PREFERENCE:**

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

**Starting annual rate of $65,000**

**For complete job description and employment application, please visit our city website at** [**www.cityofwest.com**](http://www.cityofwest.com)

**To apply: email city employment application, cover letter and resume to** [**cityadministrator@cityofwest.com**](mailto:cityadministrator@cityofwest.com)**.**

**The position is open until filled.**