



DATE	2009
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Police Chief
 DEPARTMENT/DIVISION: Police
 REPORTS TO: Assistant City Manager

SUMMARY: The Chief plans, directs, manages and oversees the activities and operations of the Police Department including administration, records, investigations, patrol and all special assignments. The ideal candidate for this position will have a strong management profile gained as a leader in a fast-paced, demanding and rapidly changing environment. This highly visible position will require a person with superb management, operations, communications and administrative skills.

KNOWLEDGE, SKILLS AND ABILITIES:

- Skilled in analyzing and developing policies and procedures;
- Skilled in identifying complex problems and solutions;
- Skilled in projecting consequences of proposed actions;
- Skilled in implementing recommendations in support of goals;
- Skilled in mediating and resolving conflict;
- Skilled in reading, interpreting, applying, and explaining laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in operating a computer and related software applications;
- Knowledge of public administration and governmental operations;
- Knowledge of public relations principals, especially in regards to managing change and sensitive topics
- Ability to maintain sensitive and confidential information;
- Ability to prepare and maintain budgets;
- Ability to prepare clear and concise reports, including oral, written and audio/visual presentations.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in General Business Administration or related field.
- Eight years of progressively responsible experience in area of assignment.
- Three years of experience as a Chief or Assistant Chief of a law enforcement agency of 100 or more employees.
- Possesses or ability to obtain TCLEOSE certification within one year of employment.

PREFERENCES:

- Master's Degree in related field.
- Completion of any of the following:
 - FBI National Academy;
 - Institute for Law Enforcement Administration;

- Police Executive Research Forum - Sr. Management Research Institute;
- Southern Police Institute; and/or
- Northwestern University Traffic Institute.

WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Depending on area of assignment, may work in an outdoor environment, with potential exposure to adverse weather conditions.
- Depending on area of assignment, may occasionally work near moving mechanical parts.
- Depending on area of assignment, may occasionally be exposed to risk of electrical shock, vibration, fumes, airborne particles, infectious diseases, criminal suspects, and/or prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.