

## **City of Josephine**

### **Police Chief**

The City of Josephine, TX is seeking applicants for the position of Police Chief. The Police Chief will effectively oversee police department daily operations and crime prevention needs of the community and provide supervision of subordinate staff. The Chief will make recommendations and provide innovative administrative, managerial and leadership direction for the police department in a fast-growing community. The Chief will serve as liaison with the local volunteer fire department, county emergency management personnel and other law enforcement agencies as needed. The Chief frequently collaborates with executive leadership and elected/appointed officials. The new Police Chief will maintain the integrity, professionalism, values and goals of the city and police department by ensuring all rules and regulations are followed and accountability and public trust are preserved.

#### **ESSENTIAL JOB FUNCTIONS:**

- Directs and coordinates activities with all police personnel to ensure consistency in interpretation of and implementation of city ordinances, policies, procedures, and applicable laws and regulations; must be able to perform duties during critical emergency and stressful situations;
- Using innovative law enforcement practices, develops plans and sets goals and objectives to strive for efficiency in the performance of departmental activities and services;
- Establishes long and short-range planning for the department; prepares and administers departmental budget; ensures effective operational and financial management through forecasting, budgeting, procurement, and managerial controls;
- Allocates staff and resources; provide direction for traffic safety management by analyzing traffic problems and recommending solutions; addresses citizen complaints; handles personnel matters, such as selection, promotion, discipline, and discharge; monitors training programs to ensure staff is competently trained and developed; oversees internal investigations as appropriate;
- Attends City Council meetings; interacts with the City Council; engages in positive and open communication with the public, staff, city officials, employees, law enforcement agencies, and community organizations; provides information, gives instructions, and responds to questions from the public and employees to enhance public relations and employee morale; represents the police department and the city at various community functions and events; speaks before public groups on the plans, programs, goals, and effectiveness of the police department;

- Coordinates with area law enforcement agencies to stay abreast of regional trends and activities; actively supports regional policing and finds opportunities to improve regional stability;
- Primary work position is sitting, for extended periods, at desk; must be able to read documents, reports, etc., and to communicate both verbally and in writing; move about inside the police building from one place to another; operate motor vehicle; and maintain proficiency with firearms.

### **OTHER JOB FUNCTIONS:**

May, at times, directly handle investigations, patrol, write reports and respond to incidents; be familiar with and able to operate computer equipment, software, telephones, and other office equipment; plan for use of computers in police department operations; and some exposure to dust, odor, electrical, and mechanical hazards, using proper safety precautions.

### **REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND LICENSES:**

Bachelor's degree in business, criminal justice, public administration, emergency management or related field preferred; equivalent management training and experience may be substituted for educational requirements; Texas Master Peace Officer's License; ability to pass a medical, psychological, and vigorous background examination; valid Texas Driver's License; good driving record; and current firearms certification.

### **EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

- Five (5) or more years of experience as a Police Chief, Assistant Police Chief, Director of Public Safety, Assistant Director of Public Safety or a combination of seven (7) or more years of command level experience.
- Extensive working knowledge of laws, principles, theories, and practices of law enforcement, crime prevention, investigation, and other policing operations, including current developments and progressive approaches in policing;
- Must have a working knowledge of emergency management operations and possess demonstrated proficiency relating to Incident Command System principles;
- Must possess excellent organizational, managerial, leadership, customer and public relations, personnel management, budgetary, and communicative skills;

- Ability to manage multiple projects, meet deadlines, prioritize and organize work assignments, make competent decisions, and work well under pressure;
- Must possess good hand-eye coordination to operate police equipment, including vehicles, weapons, radios, etc.,
- Ability to maintain confidentiality concerning personnel matters and criminal and investigative information;
- Ability to encourage and facilitate a harmonious working environment; display enthusiasm through attendance, performance, and conduct; work effectively and cohesively with others; display courteous, respectful and polite demeanor towards co-workers, members of the public, elected and appointed officials, and other agencies.

**Benefits:**

Expected salary range is \$85,000 - \$100,000 DOQ

Uniforms provided

Paid holidays

Paid Sick Leave

Paid Vacation

Insurance, health, dental, vision, life and disability coverage

TMRS Retirement 6% 2 to 1 matching.

Closes December 17, 2021

Send letter of interest and resume by closing date to:

Melissa Stillwell

[mstillwell@cityofjosephinetx.com](mailto:mstillwell@cityofjosephinetx.com)