

CITY OF ABERNATHY

JOB DESCRIPTION

Police Chief

APPOINTMENT - by City Council

SUPERVISOR – City Manager

WAGE – Commensurate with experience as established by City Council

WORKSITE – Within the Municipal Boundaries and other property owned by the City of Abernathy.

HOURS OF WORK – M - F, 8:00 a.m. – 5:00 p. m., attendance at City Council and other meetings is required. May be required to work additional hours & days as necessary.

CLASSIFICATION - Permanent Full-time; FLSA Exempt

MINIMUM QUALIFICATIONS

An applicant for Police Chief shall meet the following criteria in order to be considered for the position:

1. Be a graduate of an accredited high school or have an equivalency certificate.
2. Pass a background investigation.
3. Be certified as an Advanced Peace Officer by the Texas Commission on Law Enforcement. Preference may be given to candidates possessing a Master's certification.
4. Possess a minimum of 10 years full-time employment history as a police officer within a municipal or county department, 2 of which being assigned to a supervisory position within a single department.
5. Ability to type/required, experience with computers preferred. Computer entry into state and federal tracking program is required.
6. Shall not be prohibited from carrying a firearm or possessing ammunition;

7. Be of good moral character;
8. Have a valid Texas driver's license at the date of hire;
9. Be a citizen of the United States by birth or naturalization;
10. Be able to read, write, and speak the English language;
11. Ability to work with a minimum of supervision;
12. Ability to reside within the Abernathy city limits.
13. Ability to deal effectively with state, federal, and other agencies.

BRIEF DESCRIPTION OF THE JOB:

Under administrative direction, plans, organizes and directs activities of the Police Department related to the enforcement of laws, codes and ordinances and in the investigation and prevention of crime; and does other work as required

ESSENTIAL DUTIES:

- Plans, organizes, directs and coordinates the activities of Police Departmental personnel in the preservation of order, protection of life and property; enforcement of laws, codes and ordinances, investigation and prevention of crime, and maintenance of effective communication and records systems and other support activities.
- Develops, implements, and revises departmental rules, procedures and policies; reviews actions and conduct of subordinates, recommends corrective action and maintains effective discipline throughout the department.
- Directs and participates in the development, implementation and monitoring of annual departmental budget; prepares reports and recommendation concerning proposed city activities and their budgetary and/or staffing impact on the city and the Police Department; and recommends purchase of equipment and supplies.
- Selects and evaluates Police Department personnel; assigns work projects; coordinates work of subordinates and has general accountability for the effectiveness of all operations; observes and takes corrective action on significant employee relations problems.

- Presents Police Department policies, activities and procedures to officials of public and private agencies and the general public to explain or amplify Police Department programs and actions.
- Coordinates Police Department activities and maintains liaison with other federal, state, county and local law enforcement related agencies on judicial, prosecution and defense issues.
- Represents the Police Department before the City Council; prepares and presents special studies and reports concerning Police Department programs and activities.
- Represents the Police Department before various community groups, develops and implements the department's community relation efforts.

KNOWLEDGE/SKILLS/ABILITIES:

Knowledge of:

- Basic organization, responsibility and function of municipal law enforcement agencies.
- Principles of municipal management, administration and policy development.
- Techniques used to forecast and implement municipal law enforcement activities.
- Budgeting and fiscal management as it relates to the operations of municipal law enforcement agency.
- Techniques used to motivate subordinate personnel, maintain high employee morale and promote teamwork.
- Principles of supervision to interview, direct train and evaluate of subordinates.
- Interrelationships and functions of other law enforcement agencies and their relationship to municipal Police Department operations.
- Grant and funding sources for law enforcement agencies.

Ability to:

- Effectively present both orally and in writing material requiring precision, diplomacy and considerable skill in explaining concepts.
- Assess and resolve employee relations problems.
- Coordinate programs of subordinate units of the Police Department; plan activities; assign projects and responsibilities; deploy personnel; evaluate performance; and maintain an effective leadership role in the Police Department.
- Identify and analyze Police Department needs and their relationship to community needs and interests; and develop and implement plans and programs to meet those needs.
- Establish and maintain effective and cooperative relations with the community.
- Analyze information from a variety of sources, examine alternatives, draw logical conclusions and recommend and/or direct a course of action.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
 1. *Sitting or standing for extended periods of time*
 2. *Operating assigned equipment.*
- Maintain effective audio-visual discrimination and perception needed for:
 - 1 *Making observations*
 - 2 *Communicating with others*
 - 3 *Reading and writing*
 - 4 *Operating assigned equipment.*

ACCEPTABLE EXPERIENCE AND TRAINING:

Any combination of experience and/or education which would have applied or developed the knowledge and abilities listed above and considerable experience in a command level position.

CERTIFICATES/LICENSES REQUIRED:

Advanced Certification by the Texas Commission on Law Enforcement (TCOLE) and appropriate Texas driver's license.

I have read the above job description. I agree this job description is a fair representation of the duties of the position that I will be expected to perform.

Applicant or Employee:

Printed Name

Signature

Date