



Chief of Police

The City of Walthourville is seeking an experienced professional with a demonstrated and proven record of professional law enforcement experience, community policing, budgetary knowledge and resource management for the position of Police Chief. This position performs complex professional and administrative work and directs all activities of the Police Department. This position reports to the Mayor and interact with all councilmembers. Direct supervision is exercised over all Police Department Personnel.

Duties:

- Plans, directs, and supervises the work of the Police department; schedules and assigns work; establishes priorities; ensures the training of officers in correct methods and procedures; reviews and evaluates employee performance.
- Develops comprehensive short and long range plans to ensure effective delivery of quality services to the public through effective operation of all areas within the department.
- Develops a departmental long range plan to include personnel, equipment, vehicles, and facilities.
- Develops and implements departmental rules and regulations and work methods and procedures; ensures departmental work methods and procedures are followed; enforces disciplinary measures as necessary. Maintains the departmental SOP document.
- Communicates with the Mayor regarding departmental concerns, problems, and related issues. Prepares the annual departmental operating budget; monitors expenditures throughout the year; operates the department and ensures expenditures are made in strict compliance with City purchasing policies and ordinances.
- Reviews activities and reports of subordinate personnel; ensures the proper preparation and maintenance of departmental records, documents, reports, etc.
- Performs public relations duties; answers questions, addresses concerns, and gives information to the public, civic organizations, neighborhood groups, business groups, the media, and other groups; attends meetings as necessary.
- Communicates and cooperates with other municipal, county, state, and federal agencies in the accomplishment of criminal justice objectives.
- Participates in on going professional development activities and encourages staff to participate as well.
- Performs special projects and other duties as assigned by the Mayor.

Minimum Experience and Training:

- Minimum 5 years POST Certified Police Officer experience.
- Minimum 3 years Police Experience with an agency serving 10,000 or fewer people preferred.
- Bachelor's degree in Criminal Justice, Business or Public Administration, Psychology, or related field from an accredited college or university is required. Master's degree preferred.
- Demonstrated progressive advancement in police leadership and management.
- 5 years or more additional experience maybe substituted for Bachelor's degree.
- Salary commensurate with experience and education.

The City of Walthourville is an equal opportunity provider and employer. The City of Walthourville is giving notice by this advertisement that their services are available without regard to race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation and marital or family status.

Application Procedure:

All applicants must submit a packet consisting of a City of Walthourville application (application can be obtained from: www.cityofwalthourville.com) resume and a cover letter that describes your experience and why you should be the successful candidate. Please provide name, address and contact information for 4 (four) references. All packets are due by November 30, 2022 by 5:00 PM to be considered. Packets must be submitted electronically to: hr@cityofwalthourville.com.

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