

City of Pell City

1905 1st Avenue North

Pell City, AL 35125

205-338-2244

VACANCY NOTICE

Post date: December 13, 2016

POSITION TITLE: Chief of Police

ANTICIPATED START DATE: TBD

SYNOPSIS: This is a highly responsible, professional position accountable for planning, organizing, and providing administrative direction and oversight for comprehensive police services, security, and law enforcement programs and expert professional assistance to the City Manager. The incumbent fosters cooperative working relationships with other city departments, intergovernmental, regulatory, other outside agencies, various public and private groups, and the public. The employee reports directly to the City Manager.

QUALIFICATIONS:

- High School or GED. **Required**
- **Must be 18 years of age.**
- **Refer to job description**

ESSENTIAL JOB FUNCTIONS:

Refer to attached Job Description

OTHER DUTIES AND RESPONSIBILITIES:

Refer to attached Job Description

SALARY: Range 15; Salary \$54,392.00 - \$61,214.40

APPLICATION DEADLINE/PROCEDURE:

1. Complete application files must be received by 5pm on Tuesday, January 10, 2017 at City Hall.
2. A complete file consists of:
 - City of Pell City employment application
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]

NOTE: Failure to receive any item listed above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. **Applicant files that are not complete by the closing date will not be considered.**
4. The City of Pell City may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Prior to a job offer being made, applicant may be required to submit employment verifications from current and prior employers.
6. **The first consideration in filling the vacancies will be given to the most qualified applicant in the city. If no acceptable applicant is found within the city service, the vacancy will be filled from outside the city service.**
7. Application forms are available from and should be returned to:

City of Pell City
Human Resources
1905 1st Avenue North
Pell City, AL 35125

Email: dchildre@cityofpellcity.net Fax: 800-973-5698

Individuals selected as finalists will be invited for an interview. Applicants must travel at their own expense. If you have a disability and may require accommodations, please notify us at 205-338-2244.

WEBSITE: www.Pell-City.com

The City of Pell City is an equal opportunity employer. It is the official policy of the City of Pell City that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The City of Pell City will make reasonable accommodations for qualified disabled applicants or employees.

**JOB DESCRIPTION
CITY OF PELL CITY, ALABAMA
POLICE DEPARTMENT**

POLICE CHIEF

JOB DEFINITION

This is a highly responsible, professional position accountable for planning, organizing, and providing administrative direction and oversight for comprehensive police services, security, and law enforcement programs and expert professional assistance to the city manager. The incumbent fosters cooperative working relationships with other city departments, intergovernmental, regulatory, other outside agencies, various public and private groups, and the public. The employee reports directly to the City Manager.

ESSENTIAL FUNCTIONS

- Supervise assigned personnel to include job assignment, safety supervision, inspection of work performed, and vehicle/equipment use and maintenance.
- Perform evaluations of assigned personnel.
- Direct the operations of the city's police department.
- Protect lives and property and supervise all police functions of the city.
- Plan, direct, and coordinate the activities of patrol, traffic regulation, criminal investigation, and related services; and supervise the training, assignment, and discipline of all department employees.
- Plan, develop, implement, and maintain departmental budget.
- Consult with the city manager concerning plans and policies of police operations.
- Plan, develop, and implement public relations activities for the department.
- Administer departmental activities and develop internal policies and controls.
- Coordinate emergency operations with other department heads and assisting agencies.
- Develop and/or implement new jobs, projects, or functions.
- Pass (APOSTC approved) agility course 2 times per year.
- Perform all other job related tasks/duties as assigned by the city manager.

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of the principles, practices, methods, and equipment employed in modern police operations.
- Extensive knowledge of federal, state, city, and departmental laws, regulations, policies, and procedures regarding all police operations.
- Extensive knowledge of the governmental systems of departmental budgeting and the ability to develop, submit, and maintain an annual budget for police service operations.
- Extensive knowledge of the geography of the city and its police jurisdiction.
- Considerable knowledge of the principles and practices of modern police administration.
- Considerable knowledge of the principles and accepted good practices and procedures of police science and administration, organization, and operation as applied to field patrol activity, traffic control and safety, criminal investigation, and the various functional services utilized in police operations.
- Considerable knowledge of police records and their application to the solution of police problems.

KNOWLEDGE, SKILLS, AND ABILITIES (Continued)

- Considerable knowledge of the standards by which the quality of police service is evaluated.
- Skill to manage departmental activities and develop departmental goals and plans.
- Skill to plan, organize, assign, direct, and evaluate the work of subordinates.
- Skill to analyze and evaluate situations under extreme duress and direct effective courses of action.
- Ability to promote effective public relations with regard to crime prevention awareness.
- Ability to manage personnel; maintain discipline; accept lines of authority; promote harmony; and cooperate with other officials.
- Ability to command the respect of officers and to assign, direct, and supervise their work.
- Ability to establish and maintain effective working relationships with other city employees and the general public.
- Ability to express ideas clearly and concisely, orally and in writing.
- Ability to prepare and supervise the preparation of clear, accurate, and comprehensive recommendations and reports.
- Ability to effectively represent Pell City in the role of police chief.
- Ability to maintain a required level of physical fitness in order to perform police duties.

QUALIFICATIONS

- Must be a graduate of an accredited four-year college or university with major study in criminal justice or a related field (i.e. - Police Science).
- Must have a minimum of ten (10) years of experience in law enforcement with at least three (3) years serving in the capacity of Lieutenant or higher and supervising 20 or more employees.
- Must have experience in all functional areas of the position (i.e.- patrol, investigative, admin, etc.).
- Graduate of FBI's National Academy (desired but not required).
- Maintain annual certifications and continuing education credits (20 hrs executive level courses).
- Must meet minimum standards as established by Alabama State Law for law enforcement officers and hold a CPR certification.
- Must possess a valid Alabama driver's license and a driving record suitable for insurability.
- Must be willing to work non-standard hours as required.
- Must be willing to travel overnight to attend continuing education courses and workshops as required.
- Must be physically able to perform the essential functions of the position.
- Must possess computer skills necessary to perform the essential functions of the position.