

Village of New Concord

Police Chief Job Description

The Village of New Concord is seeking applications for the position of Police Chief. The successful candidate will be community-focused and committed to working in partnership with community members and leaders; have leadership, management, and interpersonal skills; have impeccable integrity, ethics, and professionalism; demonstrate abilities in personnel management, budget preparation and resource management. The ideal candidate will uphold the mission and vision of the Village of New Concord and set an example for the members of the department.

The police chief is charged with management, administration, and general supervision of the Police Department of the Village of New Concord. The employee in this position is held strictly responsible for the general good of the department and attaining/retaining maximum efficiency/effectiveness from the personnel, equipment, and facilities. The Chief shall respect all policies and procedures, rules and regulations, general and special orders, memos, as well as verbal directives applicable to the position.

Salary and Benefits: Salary for the position is dependent upon qualifications. The Police Chief, as a full-time employee, shall be entitled to health insurance, personal time, vacation, and other routine benefits consistent with the village-wide personnel manual.

All interested applicants may send their cover letter and resume to the New Concord Village Hall for consideration.

Village of New Concord
Attention: Dalton Flinn
2 West Main Street, PO Box 10
New Concord, OH 43762

Village of New Concord

Police Chief

General Summary

The Police Chief is employed by the Village to serve the residents, businesses, and visitors of New Concord. The Police Chief reports to the Mayor and works closely with the Village Administrator. The Police Chief exercises total responsibility for comprehensive law enforcement and security programs within the Village, establishes policies and procedures, directs activities and supervises the police officers. The Chief shall have patrol duties as dictated by departmental staffing requirements.

The Police Chief is responsible for the continuing education of the department staff, is expected to enforce all State local laws and responsible to the public to address their concerns and provide answers to their questions.

Leadership

- Exhibits behavior consistent with the mission, vision, and values of the Village of New Concord
- Fulfills the mission, vision, and values of the Village through excellent customer service, creative problem solving, decision making, and stewardship of Village resources
- Coordinates and directs the long-term direction of the department through benchmarking, best practices, customer feedback, and continuous improvement.
- Provides teaching, mentoring, and motivation within the department through the provision of knowledge, skills, and information; is proactive and encourages employee empowerment
- Demonstrates emotional intelligence in day-to-day work, decision making, problem solving, and in the supervision of employees
- Initiates actions to improve departmental and Village operations, employee performance, morale, and work methods.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions of the job.

- Supervises, coordinates, and directs all activities of comprehensive law enforcement and security program. Develops the organizational structure of the Department in accordance with professional standards. Plans, organizes, and reviews security and law enforcement operations. Develops departmental/operating procedures. Establishes and implements policies. Prepares budgets and manages expenditures of department funds and analyzes operational costs.

- Supervises officers. Assists with job responsibilities as appropriate. Prepares work schedules and assigns duties. Monitors and evaluates job performance of officers. Disciplines staff for violation of department rules and regulations. Investigates charges of misconduct against staff. Directs the collection, preparation, and handling of evidence and personal property. Interviews applicants and makes recommendations to hire police personnel, evaluates and counsels police personnel. Determines staffing/manpower needs. Handles police employment issues and approves overtime.
- Delegates any powers as may be deemed necessary for the efficient/effective administration of the department to be exercised by his subordinates under his supervision, direction, and control.
- Has custody and control of all books, records, apparatus and equipment necessary for the operation of the Police Department. Prepares records and reports and directs preparation, handling, and maintenance of departmental records. Inspects facilities, supplies, vehicles, uniforms, and equipment to ensure conformance to standards and determines the need for repairs and/or replacement.
- Trains staff and arranges for training. Is available and willing to assist officers at all times. Is expected to arrive on scene for off-duty emergency calls or calls for service which are serious in nature and require a certain level of experience.
- Establishes and maintains close working relationships with Mayor, Village Council, Village Administrator, and Department Heads, other police agencies and courts. Meets with civic, educational, and community groups to develop community programs and events, and addresses groups concerning law enforcement subjects. Cooperates with court personnel and officials from other law enforcement agencies and testifies in court.
- Oversees Village community-oriented police functions. Attends all regular legislative meetings as requested by the Mayor and/or Village Administrator and such other meetings as directed by the Mayor and/or Village Administrator.
- Performs variety of routine and non-routine administrative duties. Prepares and submits regular reports. Interprets and enforces law, rules, and regulations. Conducts regular staff meetings. Prepares special reports regarding the police as may be required by the Mayor or Village Administrator. Keeps the Mayor and Village Administrator informed of any emergency, extraordinary action taken, or necessary deviation from the established Village policy or procedure.
- Prepares, recommends and implements strategic goals to meet the Village's current and long term needs. Develops and updates, as necessary, a department mission statement.
- Must hold OPOTA certification as a law enforcement officer and must perform patrol duties as dictated by departmental staffing requirements.
- Performs a variety of other tasks of a similar nature or level as required/requested by the Mayor or Village Administrator.

Qualifications

Candidates must have a minimum of a Bachelor's Degree, Criminal Justice preferred, 10 years of experience with a minimum of 4 years of supervisory experience in law enforcement at the level of sergeant or above; or equivalent of education and experience in the field of law enforcement.

- Possess an OPOTA Certification and have the ability to fulfill all statutory requirements of a Police Chief.
- Individual must be able to deal with the public in a professional manner and maintain a high standard image while representing the police department.
- Thorough knowledge of the principles and practices of modern police administration and police methods.
- Thorough knowledge of the department rules and regulations and of applicable federal, state, and local laws and ordinances.
- Knowledge and practice of high quality customer service methodology and principles.
- Thorough knowledge of the functions of other government jurisdictions and authorities as they relate to police work.
- Ability to plan, organize, and direct the work of the department.
- Ability to establish and maintain effective working relationships with police officials, state and federal authorities, civic leaders, and the public.
- Ability to prepare and present effectively oral and written informative materials relating to the activities of the department.
- Possess administrative skills.
- Knowledge of CPR and first aid.
- Ability to work a varied schedule and a variety of shifts.
- Ability to undergo a physical examination and meet minimum physical requirements.
- Maintain up-to-date firearms qualification.
- Possess a valid driver's license.
- Successfully pass a criminal background check and drug screening.

Physical Requirements and Working Conditions

Must possess:

- Mobility to work in a standard office setting
- Strength and mobility to operate a motor vehicle and take command at an incident or emergency scene
- Strength and stamina to carry 25 pounds
- Vision to observe emergency scenes and investigations, and to read printed materials and a computer screen
- Hearing and speech to communicate in person, before groups and over the telephone and/or radio
- Manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, to direct traffic, write reports, and utilize equipment required for the performance of duties

May be required to attend meetings at various sites within and away from the village. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials, and all weather conditions.