



CITY OF
HEREFORD

JOB ANNOUNCEMENT

JOB #001-23

The City of Hereford will accept applications for the following position:

CHIEF OF POLICE

Salary: Depending on Qualifications

An employee in this classification will be responsible for the overall administration of the Police Department and performing other duties as may be required and which are listed on the attached Job Description.

Employee will report to the *City Manager*.

The applicant chosen for this position will be required to submit to a pre-employment drug test.

This job is open to *anyone*.

Applications will be accepted *until job is filled*.

The City of Hereford is an Equal Opportunity Employer.

All employees of the City of Hereford are employees at will and as such have no property interest in employment or any expectations of continued employment, promotion or any personnel benefits including but not limited to sick leave, vacation leave, compensating time off and disability, life and group health insurance.

CHIEF OF POLICE

DESCRIPTION OF WORK

Manages the operations and work activities of the City of Hereford Police Department. Responsible for the overall administration of the Police Department including preparation and administration of the annual budget. Responsible for selecting, training & evaluating employees. Meets public and effectively resolves complaints and interprets City Policy to employees & citizens. Responsible for the enforcement of City, State and other laws as applicable. Work is performed under the administrative direction of the City Manager.

ESSENTIAL JOB DUTIES

- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained
- Participates in law enforcement investigations, as needed
- Develops and administers the annual budget for the Police Department
- Develops, interprets, and applies departmental policies and procedures
- Establishes departmental goals; develops and implements objectives to meet stated goals; evaluates the effectiveness of goals on an annual basis
- Receives and evaluates complaints filed against departmental personnel; investigates, reviews and renders decisions on the findings of internal affairs investigations; implements disciplinary actions as needed
- Directs, instructs, schedules, coordinates the information gathered and work accomplished by police personnel and reviews and evaluates the police reports of subordinate personnel to ensure accuracy and completeness
- Assigns police personnel to special investigations
- Develops and implements training program for police department personnel
- Prepares statistical and narrative reports for submission to the City Commission, local, State and federal law enforcement agencies; maintains various departmental records
- Provides assistance and information to citizens, news media, community organizations, police chiefs of other law enforcement agencies, representatives of other jurisdictions and City staff
- Makes presentations to the City Commission, citizen and special interest groups, civil and volunteer groups and other interested groups to inform regarding police services and programs and to maintain effective community relations
- Performs other duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- All aspects of police work
- Principles of supervision, organization and administration
- Principles, methods, practices, philosophies, and trends in modern law enforcement and police management
- The laws of the State of Texas including criminal, civil, juvenile and traffic laws
- City codes and ordinances
- Departmental procedures, safety rules, and regulations
- Court systems and procedures
- Criminal investigating techniques
- Interviewing and interrogating techniques and methods
- Municipal budgeting and cash management systems; purchasing methods and procedures

Skills In:

- The use of firearms and other police equipment
- The use of a personal computer and other office equipment
- Emergency driving
- Presenting evidence in court

Ability to:

- Analyze complex organizational and administrative problems and to formulate, develop, and present recommendations for their solution
- Interpret laws, ordinances, codes and policies
- Make routine, administrative decisions independently in accordance with established policies and procedures
- Interpret and apply modern police methods, laws, regulations, policies and procedures relating to law enforcement
- To plan, organize and monitor subordinate employee work assignments to accomplish unit objectives
- Set clear performance standards for subordinate employees, analyze and evaluate programs, policies, procedures and services in order to evaluate effectiveness and develop recommendations for improvement; effectively discipline subordinates when warranted
- Organize data and establish a recordkeeping system
- Establish and maintain effective working relationships with officers, employees at all levels, elected officials, officials of other government jurisdictions, other law enforcement agencies, citizen/special interest groups, other civic/volunteer groups, and the general public
- Communicate effectively both verbally and in writing (Bi-lingual helpful but not required.)

EDUCATION:

- Degree in Criminal Justice, Public Administration or related field preferred.

EXPERIENCE:

- Must have a minimum of ten (10) years of progressively responsible law enforcement experience
- A minimum of three (3) years of the ten years must be as senior level officer (i.e., Lieutenant, Captain, Assistant Chief, etc.)
- Significant amount of additional training in police work (DPS Courses, F.B.I. Academy, etc.)
- Any work-related experience resulting in acceptable proficiency levels in the above required knowledge, skills and abilities is an acceptable substitute for the above specified education and experience requirements.

LICENSES AND CERTIFICATES:

- Master Peace Officer certification issued by the Texas Commission on Law Enforcement Officer Standards and Education or equivalent
- Texas Class C driver's license

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is subject to prolonged periods of sitting and standing and is frequently required to walk, reach, climb, kneel, stoop, crouch, crawl and bend over. The employee must have adequate manual dexterity and coordination to operate a police vehicle, firearms, personal computer, and other police equipment. The employee must have normal vision and hearing. The employee must frequently lift and/or move objects weighing up to 25 pounds and occasionally lift or move objects or persons weighing more than 100 pounds. The employee will work both indoors and outdoors in extreme temperatures including heat, cold, and during inclement weather conditions. The employee is occasionally exposed to personal risk while working in dangerous situations and while driving or riding in a police vehicle at high rates of speed. The employee is exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons. The noise level of the work environment ranges from generally quiet while in the office to moderately loud when working in emergency situations.

BENEFITS

- City of Hereford is a member of the Texas Municipal Retirement System (TMRS)
- Paid sick leave, vacation leave, health insurance, and life insurance
- Optional dental and vision insurance