

POLICE CHIEF

The Town of Signal Mountain is seeking an individual for full-time employment as Police Chief. The candidate must have strong interpersonal and organizational skills with the ability to manage personnel, programs and multiple projects simultaneously. Under the direction of the Town Manager, responsibilities include planning, organizing, and directing all activities of the Police Department. Activities associated with the position require a strong background in police administration and personnel management with a minimum of five years of police supervisory experience at the rank of Lieutenant or higher. Application and job description may be obtained at Town Hall or are available at www.signalmountaintn.gov. A letter of interest, completed application with three references and a resume should be sent to: Town of Signal Mountain, 1111 Ridgeway Avenue, Signal Mountain, TN 37377, ATTN: Sherry Morrison. Application packets must be received by 4:00pm eastern time, on October 6, 2014. A post-offer drug screen and physical are required. The Town of Signal Mountain is an EEOC employer.

**Town of Signal Mountain
Position Description**

**Title: Police Chief
Division/Department: Police Department**

Purpose:

Employee is to direct and supervise the operations of the Police Department, establishing long range plans, developing policy and procedures, budget preparation, law enforcement, public relations, related paperwork and records, and reporting events and activities to the public and elected or appointed officials. This position also oversees Building Inspection and Code Enforcement. This position is under the supervision of the Town Manager.

Fair Labor Standards Act Service:

Exempt.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position if the work is similar, related or a logical assignment to the position, nor does every position allocated to the job necessarily perform every duty listed.

Direct and evaluate departmental operational and administrative activities in compliance with applicable policies, regulations, ordinances and laws; interact with public to resolve issues/complaints.

Supervise staff, including establishing staffing standards, organizing, selecting or recommending selection; training, assigning and evaluating work; counseling, disciplining, and terminating or recommending termination.

Write a comprehensive job description for any new position or change in an existing position to submit to Town Manager for review and/or approval.

Develop goals, objectives, policies, procedures and regulations for departmental activities and programs in consultation with Town Manager or elected or appointed officials, department heads, and departmental staff.

Advise and assist crime victims, the general public, subordinates and others in law enforcement with policy interpretation; coordinate with other law enforcement agencies, emergency management agencies, and other agencies engaged in protecting the public on matters of mutual concern.

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Oversee administrative matters such as developing and defending departmental budgets, administering expenditures, conducting special studies, managing correspondence and records, preparing routine and special reports, administering training, and providing for staff technical or professional growth.

Monitor and research trends, new methodology and technology, laws, regulations and town policy to develop and enhance public service processes and activities, and plan for future expansion to meet growth needs.

Represent the Town on regional and local boards or committees and at meetings concerning law enforcement issues; make presentations to elected and appointed officials, department heads, staff, and other public or private agencies or groups on significant law enforcement issues or programs.

Perform duties of subordinates in their absence and participate in routine departmental tasks.

Required Knowledge, Skills and Abilities:

Knowledge of town ordinances, state and federal laws, rules, regulations and procedures especially those pertaining to law enforcement.

Knowledge of modern policies and practices of public safety and law enforcement, including the court system and presentation of evidence in court proceedings, methods of investigating, and procedures in emergency situations.

Ability to lead plan, organize and direct the work of subordinate members of the department, to manage personnel, time, projects and resources to insure effective and efficient operation of the department.

Ability to compile, defend and work within a fiscally responsible budget.

Ability to keep detailed records and prepare reports.

Equipment:

Computer, police vehicle, firearms, intermediate force weapons, restraint devices, digital video equipment, related computer software, fax, scanners and other office equipment.

Educational Requirements:

Bachelor's degree gained through a four-year college or university academic program, or specialized technical training of equivalent length.

Experience Required:

More than 8 years, Tennessee Peace Officers Standards and Training Certification, and driver's license valid in State of Tennessee.

Problem Solving Requirements:

Solve a wide range of complex, multi-disciplinary problems, which must consider short and intermediate term organization-wide planning.

Writing Skills Required:

Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

Speaking/Presentation Skills Required:

Answer questions with a brief response or provide standard information to citizens, visitors, callers, supervisors, or other employees.

Interview or discuss detailed information, frequently involving citizen problems or complaints.

Deliver informational speeches, reports, and orientation before audiences and groups that include people that are not organization employees.

Deliver presentations regarding potentially controversial issues.

Negotiate with outsiders in sensitive and complex situations, i.e., conduct negotiations, and settle lawsuits

Job Related Communication:

Within the department – daily

With employees in other departments – daily

With employees in other organizations – weekly

With the public – daily

Planning and Scheduling:

Planning is substantial, usually affecting numerous employees and activities and requiring a significant amount of time.

Difficulty of Work:

Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objective.

Effects of Work Errors:

Errors may cause delays in work or losses in expenditures for material and/or equipment or unjustified work time.

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Supervisory or Management Responsibilities:

Supervise approximately seven supervisory employees and eight non-supervisory employees.

Working Conditions:

On average 10 percent standing, 20 percent walking, and 70 percent sitting. Approximately 60 lbs. or more may be required lifting.

Lifting frequency – some

Bending – some

Pushing and/or pulling loads – some

Reaching over head – some

Kneeling – some

Crawling – some

Climbing ladders – none

Mental/Visual Effort:

Typing/CRT – frequent

Attention to detail – very frequent

Monitoring equipment – frequent

Detailed inspection – frequent

Transcription/proofreading – frequent

Adverse Conditions:

Exposure to temperature extremes – some

Dangerous equipment – some

Chemicals – some

Noise – some

Physical effort/risk – some

Rev. 07/31/14