

## **CITY OF HUNTINGTON JOB DESCRIPTION**

<b>CLASS TITLE:</b>	Administrative	<b>DEPARTMENT:</b>	PD
<b>UNIQUE TITLE:</b>	Police Chief	<b>FULL TIME / EXEMPT</b>	
<b>SALARY RANGE:</b>	\$60,000 - \$65,000 – commensurate with experience		

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### **JOB SUMMARY:**

Under the general direction of the City Administrator, the Police Chief is responsible for the operation and administration of the police department – including patrol, investigation, community relations, central records, communications, and other duties as assigned.

### **ESSENTIAL JOB FUNCTIONS:**

- Plan, assign, and direct all activities of the department.
- Responsible for maintenance of facilities and equipment.
- Prepare administrative, technical, and financial reports pertaining to the activities of the department.
- Work with the City’s Finance Officer to prepare and maintain the annual operating budget for the department.
- Respond to citizens and/or media regarding complaints or related issues.
- Prepare monthly Uniform Crime Report (UCR).
- Make presentations to City Council as requested or necessary.
- Make managerial and technical recommendations to the City Administrator.
- Develop goals and objectives for the department.
- Responsible for the effective human resource management of the department.
- Plan and direct a training program for the department.
- Prepare and enforce rules and regulations.
- Perform other related duties as assigned or required.

### **OTHER JOB FUNCTIONS:**

- Be willing to work flexible hours, including nights and holidays if necessary.
- Be willing to work patrol as needed.
- Must live within a twenty (20) minute drive of City Hall. Up to three months will be allowed for relocation, if necessary.

### **REQUIRED EDUCATION, DEGREES, CERTIFICATES, AND/OR LICENSES:**

Preference will be given to an applicant possessing a Bachelor’s Degree in Law Enforcement, Criminal Justice, or another related field. Extensive experience in police supervision may

substitute for a college degree. Must be licensed by the Texas Commission on Law Enforcement (TCOLE) with at least an Advanced Certificate and the applicant must maintain such license. Must possess a valid driver's license issued by the State of Texas.

**EXPERIENCE, TRAINING, KNOWLEDGE, AND SKILLS:**

At least twelve (12) years of progressively responsible experience in law enforcement is preferred. Must have thorough knowledge of and exceptional abilities in the following areas:

- modern police administration, criminal investigation, and crime prevention
- modern management practices
- dealing effectively and courteously with people
- being an analytical thinker with teaching abilities
- initiative and resourcefulness
- being firm but fair with impartiality
- leadership and administrative abilities
- local, state, and federal statutes
- communicate effectively both orally and in writing
- supervisory and management skills
- exercising sound judgment
- professional integrity

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I have received a copy of and have reviewed this job description and the duties listed therein. I understand the duties associated with this job are not limited to those listed in this document.

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Applicant's Signature

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Date of Application