

GENERAL DESCRIPTION:

The Police Chief (SHALL) perform administrative, managerial, and technical functions associated with overseeing the activities of the Police Department, and enforcing and supervising the enforcement of all City statutes/ordinances and State laws/regulations for which the Police Department is accountable. Duties and responsibilities include planning, coordinating, and directing all aspects of department operations; responding to and directing major calls/occurrences; formulating orders/regulations; developing departmental budget and controlling expenditures; supervising assigned employees; and providing information and assistance to the public.

EXAMPLES OF SPECIFIC WORK PERFORMED

- 1 . Shall establish the department goals, long-range plans, objectives, policies, directives, regulations, and procedures based upon the needs of the City and the Police Department, and continually monitor and evaluate the effectiveness and responsiveness of the department, organize, direct, and control all resources of the department to preserve the peace, and protect persons and property, and enforce ordinances and bylaws of the city, state and federal government. He/she shall conduct regular inspections of the department's facilities, personnel, and equipment and select and discipline all staff of the department in accordance with state and federal laws and City Policies and Procedures. The Chief shall assign work schedules to staff, including coverage by outside agencies when necessary.
- 2 . The Chief shall develop and present, with the aid of the City Manager, the annual Department budget and administer the approved budget in accordance with established policy. He/she shall maintain equipment and personnel at a level consistent with budgeted allocations.
- 3 . The Chief shall perform all regular full-time patrol duties.
- 4 . Responds in emergency situations; directs the department's Emergency Management functions in coordination with the Emergency Management Coordinator.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Indoor and outdoor work. Level of physical activity is moderate to heavy, dealing with uncooperative and combative individuals, and assisting occupants in vehicle accidents. Other hazards include possible exposure to diseases, rabid or vicious animals, bomb threats, dangerous machinery, electrical lines, hostile situations, speeding motorists, various driving conditions and violent individuals endangering life; inconvenience factors such as emergency calls, extra hours, and irregular hours. Ability to bend, stoop, walk, run, crouch, crawl, sit, and stand. Ability to drive a vehicle to and from various sites. Employee will be exposed to seasonal temperatures and

adverse weather while performing duties and may be exposed to mechanical and chemical hazards. Ability to lift materials weighing up to 30 pounds frequently and 50 pounds occasionally. Ability to walk over sloped & uneven terrain. Work could involve getting dirty and wet. Employee will be exposed to dirt, dust, noises, fumes, poor light, and odors.

Requirements

EDUCATION:

- a. Must have a peace officer's license and it must be in good standing.

MANAGEMENT EXPERIENCE:

- a. Minimum of three (3) years supervising experience.
- b. Experience with financial management, budget development.
- c. experience with media relations.
- d. Experience in planning and organizational analysis.
- e. Experience with department policy development.

PROFESSIONAL KNOWLEDGE:

- a. Motivational leadership skills, demonstrated by significant interaction with employees/staff on regular basis.
- b. Knowledgeable of performance management principles.
- c. Flexible management style, responsive to emerging circumstances.
- d. Ability to articulate thought and observations through written communication.

SKILLS AND ABILITIES:

- a. Confident management style that is participatory and team oriented.
- b. Team player with other city departments and their staff.
- c. Ability to build police staff into a team.
- d. Ability to build mutual partnerships and programs in the community.
- e. Ability to build inter-governmental cooperation.
- f. Demonstrated ability to build consensus.

REQUIRED LICENSES AND CERTIFICATES:

- a. Must possess a Texas Peace Officer's License prior to application.
- b. Must obtain IS-100 NIMS, ICS-200 NIMS, ICS-300 NIMS, ICS-400 NIMS, IS-700 NIMS, and IS-800 NIMS courses within first 12 months of employment in this position.
- c. Valid Texas Driver License.

APPLICATION PROCESS:

Applications can be acquired at City hall, 8am to 4pm, Mon-Fri. or
City of Anson website: <https://anson-tx.us/job-applications/>

Send applications, resume, cover letter, reference list, address, and email address to:
City of Anson, ATTN: City Manager, 1301 Commercial Avenue, Anson Texas 79501

or

E-mail to: citysec@anson-tx.us and linda.powell@anson-tx.us

subject line: Chief of Police Or drop off at: 1301 Commercial
Avenue, Anson Texas 79501