



Job Title: Chief of Police	FLSA: Exempt Salary
Department: Police	Reports to: Town Manager
Pay Level: M-3	Pay: \$68,475.00/year

Position Overview: The Police Chief performs highly responsible executive work in planning, coordinating and directing the activities of the Police Department. Maintain an effective communication process with the Town Manager and other Department Heads.

Essential Job Functions

- Provides effective leadership insuring that all functions within the police department are focused within an environment that is conducive to recognizing the creative attributes of all officers and civilians.
- Ensure that the department offers and maintain an effective and positive community oriented policing philosophy for the purpose of maintaining the highest possible credibility level within the community.
- Develops, implements, monitors, and adjusts as necessary an effective communication system within the department. Supervise and ensure adequate training and development for personnel.
- Plans, coordinates, manages and evaluates police department operations.
- Develops policies and procedures for department in order to implement directives from the Town Manager.
- Reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies. Handle grievances, maintains departmental discipline and the conduct and general behavior of assigned personnel.
- Supervises and coordinates the preparation of an annual budget for the department; directs the implementation of department’s budget; plans for and reviews specifications and needs for new and replacement equipment.
- Cooperates with county, state and federal law enforcement officers, as appropriate, where activities of the Police Department are involved.
- Coordinates the response of Police Personnel in support of emergency or disaster situations. Ensures that laws and ordinances are enforced and that the public peace and safety are maintained.
- Performs other duties of similar nature or level.

Requirements

- Bachelor’s degree in Criminal Justice or Police Science.
- Ten or more years of law enforcement experience with a minimum of four years of police supervisory experience.
- Certification/Licensing: Active NC Law Enforce Officer Certification, Advanced NC Law Enforcement Certification and a valid NC Driver’s License.

Other Skills/Abilities

- Knowledge of Police Department operations, management, community policing, criminal investigating techniques, and NC Criminal Justice System.
- Skilled in public speaking, communications with coworkers, supervisors, general public, and organizational management.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.