



CLASS TITLE: Chief of Police
MONTHLY RATE: Depending on Qualifications
DEPARTMENT: Police Administration

POSITION SUMMARY: The Police Chief is responsible for the operations and administration of the Police department. The Chief shall establish departmental policies, procedures and regulations; administer a comprehensive program for prevention of crime and law enforcement for the City including regulations, City Codes, ordinances and court decisions that affect the City. The Chief reports to the City Manager and follows the Texas Local Government Code 143 on appointment. Applicant must reside within the Municipal jurisdiction.

REQUIRED EDUCATION AND EXPERIENCE:

- Bachelor’s degree in Business, Police or Public Administration, Criminal Justice or related field with seven years of progressively responsible, executive level experience in law enforcement.
- TCLOSE Master Certification (required) and FBI Academy graduate (preferred) or must complete within two (2) years of hire.
- Must have served as a bona fide law enforcement officer for at least five years.

POSITION RESPONSIBILITIES:

DUTY #	KEY DUTIES & PRIORITIES <i>(Duties may include, but are not limited to the following):</i>	FREQUENCY
1	Manages, directs, and oversees maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records.	Daily
2	Acts as the departmental representative to other City departments, City Manager’s Office, elected officials, and outside agencies; explains, justifies and defends department programs, policies and activities	Daily
3	Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly	Daily
4	Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary	As Needed
5	Responds to and resolves sensitive inquiries and complaints from both internal and external sources	As Needed
6	Responds to media inquiries on police issues and policies as they relate to the community and ensures responsive, appropriate service delivery by conferring with civic, professional and other community groups	As Required
7	Assumes full management responsibility for all department services and activities, including patrol, traffic, criminal investigations, special operations, records and communications, internal affairs and law enforcement	Daily

SUPERVISORY RESPONSIBILITY:

This position directs the daily activities of the Police Administration and Operation staff to include: hiring, training and supervising of personnel; providing ongoing communication regarding City programs, policies and procedures; preparing the annual departmental budget; and ensuring the Department provides a superior level of service to the citizens of Falfurrias.

COMPETENCIES:

- Communication
- Consultation
- Critical Evaluation
- Cultural Competency
- Ethical Practice
- Police Acumen
- Leadership & Navigation
- Professionalism
- Quality Focus

ADA COMPLIANCE:

The City of Falfurrias is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

EEO STATEMENT:

The City of Falfurrias does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. This position is contingent upon continued availability of funds.

SUBMITTAL

Applications shall be submitted in a sealed envelope, clearly marked on the outside of the envelope as follows:

Chief of Police
City of Falfurrias
Attn: Melinda R. Garza, City Clerk
P.O. Drawer E
625 N. St. Mary St.
Falfurrias, Texas 78355

SUBMISSION DEADLINE

Open until filled.