

## **Chief of Police – Borough of South Williamsport** **Job Description**

### **WORK OBJECTIVE:**

The Police Chief is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting, and budgeting for all aspects of the police department. The position is primarily focused on directing coaching, developing, and evaluating the officers of the department. The position requires extensive depth of expertise and knowledge in police work and public safety which can be used to develop, implement, and accomplish the Borough's public safety strategies.

### **EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops the vision, mission and values for the department in addition to department plans for delivering police services
- Develops strategies, plans, policies, and procedures for delivering police services
- Establishes, evaluates, and communicates annual goals and objectives for the police department
- Communicates with the media on critical police incidents and various other matters of public interests
- Works with the Borough Administrator with handling Right to Know requests involving the Police Department
- Meets with entities within the Borough government and the community regarding matters that involve public safety or the police department
- Builds and maintains partnerships with local, state, and federal law enforcement agencies and various other organizations
- Ensures effective technology solutions by identifying technology needs in the Police Department; stays current on new technology developments; determines strategy for rolling out new technology solutions to the Police Department personnel

### **SUPERVISION:**

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload, identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; and implements discipline and termination procedures
- Participates in the development of the police department budget and aggregate municipal budget through the forecasting of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary
- Reports to the Mayor and Borough Council

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of pertinent federal, state, and local laws, codes, and regulations and the Pennsylvania Crimes Code
- Knowledge of and ability to use the records management system and other applicable police administration software
- Knowledge of principles, practices, and techniques of law enforcement management
- Knowledge of police department rules, regulations, policies, and procedures
- Skill in the use of Microsoft Office products
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times
- Ability to correctly interpret and efficiently implement all applicable policies and procedures
- Ability to develop and interpret budgets, contracts, and financial reports
- Ability to communicate effectively, verbally and in writing
- Ability to delegate, manage, and supervise effectively
- Be the liaison for the police department to meet and deal with the public, Borough government, the school district and other organizations using tact and diplomacy

**MINIMUM QUALIFICATIONS:**

Ten or more years progressively responsible experience in a police department, including at least three years of supervisory or management experience; or an equivalent combination of education, certification, training, and/or experience. Must maintain Municipal Police Officers' Education and Training Commission (MPOETC) police certification in Pennsylvania. Must have attended supervisory/command level training. Must maintain proficiency and certifications required of uniformed police officers as per department policy. Must have JNET Criminal History certification. Must possess a valid Pennsylvania Driver's license.

**PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Involves crouching, crawling, walking, standing, some climbing, balancing, stooping and kneeling. Tasks may involve extended periods of standing, extended periods of time at a keyboard or workstation.

**ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

The salary will commensurate with experience.

We are an equal opportunity employer/provider.