

VILLAGE OF HIGHLAND HILLS

JOB POSTING

POSITION TITLE: Police Chief

CLASSIFICATION NO.:

DEPARTMENT: Police

PAY RANGE: \$55,000 - \$70,000

FT/PT Status: FT

REPORTS TO: Mayor

JOB SUMMARY:

The purpose of this classification is to perform a variety of complex administrative, supervisory and professional work in planning, coordinating and directing the activities of the Police Department. Incumbents in this classification are expected to use more initiative and exercise independent judgment. Incumbents at this level are held to a higher standard and higher level of accountability than officers of a lower rank.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises the Police Department's staff; oversees law enforcement scheduling to ensure adequate staffing levels; hires, transfers, evaluates, and handles promotions for department staff; interviews and performs background checks; maintains discipline, decorum, dignity, and may suspend officers from duty; assigns officers to special investigations.
- Manages departmental operations; plans, coordinates, and evaluates the Police Department's goals, rules, regulations, and objectives to ensure compliance with federal, state, and local laws and ordinances; develops departmental operations and policies and procedures; determines the equipment used in the department (i.e. firearms, bullet proof vests, radios, mobile data terminals, and police cars); prescribes the regulation uniforms to be worn by department staff; supervises and coordinates the preparation and presentation of an annual budget.
- Oversees the training, assignment, and skill development of subordinate police officers; administers team building exercises; coaches Department staff.
- Acts as a liaison between the Police Department, other government officials, and the general public; addresses citizen complaints and inquires; provides consultation and staff assistance to the Law Directors, Village Council, Mayor and other governmental officials, attends meetings, committees, and various professional organization.

Desirable Training and Experience Required:

High school diploma or equivalent with fourteen (14) years of patrol experience including ten (10) years of supervisory patrol experience; or any equivalent combination of training and experience. Must maintain the following: a valid Ohio Peace Officer Training Academy Certification, Valid Ohio driver license and maintain annual firearms certifications including attend quarterly firearms training.

Knowledge, Skills, and Abilities:

Ability to assign, review, plan and coordinate the work of other employees and to maintain standards. Ability to provide instruction and training to other employees. Ability to solve and act on employee problems. Ability to recommend the transfer, selection, evaluating, or promotion of employees. Ability to recommend and act on the discipline or discharge of employees. Ability to add, subtract, multiply, divide and calculate decimals and percentages.

Ability to operate a variety of automated office machines including computer and copier. Ability to use Mobile Data Terminals (MDT), Ohio Law Enforcement Automated Data System (LEADS), Microsoft Office, and Ohio Law Enforcement Gateway (OHLEG).

Minimum Physical and Mental Qualifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Ability to operate various firearms, taser, handcuffs, cameras, Mobile Data Terminals (MDT), various computer software, radar, pepper spray, and ASP baton. Ability to sit, stand walk, and run for prolonged periods of time. Ability to lift up to 50 pounds. Ability to drag, restrain, and subdue up to 300 pounds.

Work is typically performed in an office environment and in the field. Work may involve exposure to humidity, smoke, dust, pollen, toxic agents, extreme weather conditions, strong odors, wildlife, electrical currents, diseases, bodily fluids, violence, traffic hazards, explosives, and noise extremes.

The noise level in the work environment is usually low to moderate

Posting dates: June 28, 2019 through July 8, 2019 open until filled.

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.