

City of Schertz
invites applications for the position of
Assistant Police Chief

PAY GRADE: 135; (\$108,923 - \$158,090 Annual Salary Range)

POSITION SUMMARY:

An Assistant Police Chief will function as the second in command of the Police Department in the absence of the Chief of Police. The Assistant Police Chief is a highly responsible administrative and supervisory position that provides administrative guidance and control within two respective Bureaus: Field Operations or Operations Support. Working collaboratively the Assistant Chiefs administratively and tactically manage the City's comprehensive police services and law enforcement programs. Studies department operational and logistical needs, department budget, develops procedures and evaluates personnel, providing appropriate recommendations and direction. Promotes a cooperative working relationship with citizen groups and other agencies on police matters. Interacts with other city departments, city management, the Mayor, City Council and the general public. Maintains a daily information exchange with the Chief of Police and attends special functions in the absence of the Chief.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for planning, coordinating and providing direction to a respective Bureau within the police department that includes the following Divisions Uniform Services and Central Investigations (Field Operations Bureau) or Support Services and Professional Standards (Operations Support Bureaus).
- Ability to plan, prepare and give immediate direction within established parameters to police field and support operation functions, which include allocation of personnel and equipment, establishment and review of objectives, activity review, criminal and traffic law enforcement, field response, tactical response to high-risk situations and major traffic accident investigations, recruitment, hiring and training of new police officers, and in-service training of existing sworn and professional staff.
- Ability to review and prioritize proposals for equipment and staff for assigned segments to ensure effective and efficient achievement of department objectives.
- Ability to establish budgetary priorities.
- Ability to review investigative findings related to allegations of employee misconduct and supervisors' disciplinary recommendations and determine discipline to be administered.
- Ability to identify methods to enhance service delivery including achievement of maximum productivity of existing equipment and staff.
- Ability to manage police officers in field and support operations.
- Acts in the Police Chief's stead as needed to represent the police department and/or the city to the public, to other agencies, and to regional and sub-regional committees, including conducting public meetings, making presentations, and responding to requests for information.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- A Bachelor's degree in Criminal Justice, Business Administration or other relevant field of study from an accredited school or university is required.
- A minimum of eight (8) years as a police officer, with a minimum of five (5) years of experience at the command level of a police organization similar or larger in size in a community similar or larger in size is preferred.

CERTIFICATIONS AND LICENSES REQUIRED:

- Master Peace Officer certification by the Texas Commission on Law Enforcement within 180 days of employment is required.
- Completion of the Bill Blackwood Law Enforcement Management Institute of Texas' Leadership Command College is preferred.
- Graduation from a recognized command level leadership course, such as the FBI NA and/or PERF SMIP, is preferred.
- A valid Texas Driver License or ability to acquire one before employment is required.

To view the full job description, visit the City of Schertz [Career Center](#).

A resume and completed online application must be submitted to be considered.

To learn more about the City of Schertz Police Department, [click here](#).

The City of Schertz is proud to offer a comprehensive benefits package to all our employees who go above and beyond daily to serve the community. We highly value the work you do. To support our employees and their families, the City of Schertz offers excellent benefits. Visit the City of Schertz [Employment page](#) for more information on benefits and to view job postings.