

**CITY OF MEXIA
JOB OPPORTUNITY ANNOUNCEMENT**

Job Title: Police Department Assistant Chief

Compensation: **\$75,000 to \$80,000** Salaried Exempt Position, Excellent Insurance, Retirement, 15 Paid Holidays, two weeks' vacation after the first year, and longevity bonus.

Department: Police Department

Opening Date: Continuous Announcement

Closing Date: Until filled

Supervision Received: Work is performed under direction of Police Chief

Supervision Exercised: Area of supervision to be determined by assignment, Operations or Support or as directed by the Chief of Police

Knowledge, Skills, and Requirements: Listed in job description, which is included in application packet. Must have a valid Texas Class C Driver's License and a Texas Peace Officer's License. Must hold an Advanced Peace Officer's Certification. Must have some college, bachelor's degree preferred.

How to Apply: Send Resume/CV and Cover Letter to the Chief of Police at h.crossland@cityofmexia.com or mail them to Mexia Police Department 211 N. Sherman St. Mexia Texas 76667

Closing Date: Open until filled.

The City of Mexia has established a goal of 100% drug and alcohol-free workplace. Applicants will be required to undergo physical, drug and alcohol testing, and a criminal history background check prior to employment. All applications and supporting material are subject to verification. The City of Mexia is an equal opportunity employer.

City of Mexia

POLICE DEPARTMENT ASSISTANT CHIEF

DESCRIPTION OF WORK

Job Summary: The Assistant Chief is assigned to various leadership functions in support of the department. Reports directly to the Chief of Police with accountability for various objectives and activities of the department as directed. The Assistant Chief has direct supervision over Lieutenants and Sergeants assigned to their command. Responsibilities include resolving problems of the highest technical nature when required, serving as project manager during the planning and implementation of department programs and participating in the determination and formulation of department policies and procedures.

Supervision Received: Work is performed under the immediate direction of the Chief of Police.

Supervision Exercised: Area of supervision determined by assignment, Operations, Support, or as directed by the Chief of Police.

GENERAL DUTIES INCLUDE BUT NOT LIMITED TO

- Assisting in planning, staffing, and directing police activities.
- Assisting in coordinating, preparing, and administering the budget for the department.
- Developing comprehensive programs designed to correct operational deficiencies effectively.
- Assisting in internal investigations brought on by citizen complaints about police conduct and services and making recommendations on matters related to officer performance and discipline.
- Ensuring that Division Lieutenants and Sergeants have the resources required to fulfill their duties.
- Assuming command during critical incidents and special operations.
- Fulfilling administrative duties and assuming command over department operations in the absence of the Chief of Police.
- Facilitating communications between the police department and other city departments.

MINIMUM QUALIFICATIONS

Knowledge:

- Knowledge of criminal, civil, juvenile and traffic laws and regulations
- Knowledge of City codes and ordinances
- Knowledge of court systems and procedures
- Knowledge of safety regulations applicable to motorized vehicles and equipment
- Knowledge of radio communication and 10-signal code
- Knowledge of routine vehicle and equipment maintenance
- Knowledge of the geography of the City

Skills:

- Skill and proficiency in the use of firearms, weapons, radio equipment, radar, and breathalyzer
- Skill in physical defense tactics
- Skill in the use of a police vehicle in emergency and non-emergency situations

Abilities:

- Ability to interpret and apply modern police methods, laws, regulations, policies and procedures relating to law enforcement
- Ability to gather and organize data
- Ability to make independent judgments
- Ability to respond to and apply established procedures in emergency situations
- Ability to determine training needs of subordinate employees and to develop and implement training activities to meet these needs
- Ability to respond to and apply established procedures both in emergency and non-emergency situations
- Ability to operate a police patrol vehicle
- Ability to follow oral and written directions
- Ability to establish and maintain effective working relationships with peers, supervisors, personnel of other law enforcement agencies and the general public
- Ability to communicate effectively with the public

Education:

- Bachelor's degree, Leadership Training LEMIT, ILEA, SMIP, FBI LEEDA Trilogy, preferred.

Experience:

- 10 years minimum Law Enforcement, Progressive supervision and administrative experience preferred

Licenses and Certificates:

- Advanced certification issued by TCOLE
- Texas Class C Driver's License

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or which the employee will encounter. All applicants must be able to pass a physical exam declaring the applicant physically sound and free from any defect which may adversely affect the performance of duty.

- Subject to prolonged period of sitting and driving and is frequently required to stand, walk, run, reach, climb, kneel, stoop, crouch, crawl and bend over
- Must have adequate manual dexterity and coordination to operate a police vehicle, firearm, police radio, radar gun, and other police equipment
- Must have normal vision and hearing
- Must frequently lift and/or move objects or persons weighing up to 25 pounds and occasionally lift or move objects or persons weighing more than 100 pounds
- Will work both indoors and outdoors in extreme temperatures including heat, cold, and during inclement weather conditions
- Occasionally exposed to personal risk while working in dangerous and life-threatening situations and while driving or riding in a police vehicle at high rates of speed
- Exposed to personal risk while working with persons under the influence of drugs and alcohol, convicts and felons
- The noise level of the work environment ranges from generally quiet to moderately loud when working in emergency situations

POLICE DEPARTMENT ASSISTANT CHIEF

- By signing this document, I agree that I have read the Police Department Assistant Chief Job Description and agree that I am physically, mentally, and emotionally able to perform the job described in the job description.
- I understand that even though I have completed an application and/or interviewed, the City of Mexia is under no obligation to hire me.
- I understand that the City of Mexia is under no obligation to divulge information obtained in connection with references and/or any information regarding a decision to employ me.

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Applicant's Signature – Date

Applicant's Printed Name