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**Job Opening**

CHIEF OF POLICE

**Hiring Range $40,000 TO $49,000**

Current Pay Plan Range $40,000 TO $55,000

**Full benefits are included (Local Government Retirement, Health Insurance, vacation time, etc.)**

*~This is a permanent, full-time position, minimum 40 hours per week. ~*

**Applications Deadline: December 1st, 2021**

**\*\* Please include cover letter, resume, and references. (one must be from current or last employer) \*\***

**If the application does not include a cover letter, resume, or references it will not be considered.**

**Overview**

The Robbins Police Chief plans, directs, and leads a department of 5 full time uniformed police officers. Chief advises the Town Manager on the law enforcement program for the Town of Robbins municipality of over 1,200 citizens in a corporate jurisdiction of one square mile (EJT of one additional square mile), with current annual operating budget of over $477,000. The Police Chief is responsible for the protection of life and property through various programs of enforcement, detection, investigation and prevention of crimes and accidents. Duties encompass the primary managerial and supervisory role of the department including the establishment of operations and policy, creating and articulating a community policing philosophy, establishing trust and credibility with the community; evaluation and adherence to prescribed standards, and planning for and implementing special law enforcement activities. Work also includes overseeing the preparation of special State, Federal, and local reports; cooperating with other law enforcement agencies; preparing and managing operating and capital budgets; overseeing the application of technology within the department; and supervising all department personnel. Work will directly compliment the town’s strategic economic development plan in relation to citizen and property protection. Work is performed in accordance with departmental policy and State and Federal statutes. The employee is subject to hazards associated with law enforcement which include working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as noise, proximity to moving mechanical parts, and electrical current. Work is performed under the direct supervision of the Town Manager and is evaluated through periodic conferences, observation of results achieved, and review of records, reports and files. The Police Chief is considered an executive level position or *exempt* position by fair labor standards. The Chief of Police is required to exemplify the highest standards of discipline, ethics, and professionalism both on and off-duty.

**Duties and Responsibilities**

* Performs all administrative functions to include strategically planning, establishing departmental goals and objectives for both the long and short term, projects and develops budgets for the department and provides recommendations to the Town Manager.
* Provides budget administration and purchasing for the Department; including using opportune revenue streams by writing and administers grants,
* Supervises departments use and accountability of vehicles, technology and all other assigned equipment.
* Establishes and communicates standards of performance and a philosophy of law enforcement for the department; develops a vision and clear direction with staff; develops staff capacities; creates a high performance work team; provides leadership, motivation, conflict resolution, performance coaching and evaluation programs for staff.
* Oversees recruitment, selection, career development and training of personnel for the department; advises directs, and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline; develops teamwork and staff leadership skills.
* Establishes credibility and trust with the community through various community educations and outreach programs; receives and acts upon inquiries or complaints from the public concerning police activities and services.
* Supervises and participates in the functions of the department including patrol, investigations, records, School Resources program, and related activities.
* Supervises internal personnel investigations; establishes policies, procedures and operations; sets priorities; and evaluates the department and its personnel.
* Supervises the preparation of periodic reports of crime and accident activity and police department activities; and analyzes data for trends.
* Works with the public and staff on difficult or unusual crime situations; and cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.
* Represents the Police Department and the Town in presentations to civic and volunteer organizations; and drafts press releases and conducts media briefings.

**Recruitment and Selection Guidelines**

**Knowledges, Skills, and Abilities**

* Thorough knowledge of law enforcement principles, practices, methods, and equipment.
* Thorough knowledge of state and federal laws, local ordinances, and policies of the police department.
* Considerable knowledge of policies and principles involved in public sector budgeting and purchasing.
* Considerable knowledge and skill in motivation, communications, leadership, performance coaching and other skills necessary to develop a high-performing team.
* Considerable knowledge of the Town’s personnel, purchasing and budgeting policies and procedures.
* Understand and participate in the annual public government budgeting process.
* Clear understanding of counter drug-targeting process and principles.
* Skill in collaborative conflict resolution.
* Skill in the use of firearms and other police equipment, and in the application of self-defense tactics.
* Understanding of the Police Chief’s role in relation to the Board of Commissioners and the public.
* Skill and ability to effectively and efficiently manage a department including all related administrative and supervisory functions involving personnel and budget administration.
* Ability to establish authority and to lead and inspire confidence among subordinate officers.
* Ability to act with sound judgment in routine and emergency situations.
* Able to physically handle the rigors of policing and successfully perform tasks such as patrolling for indefinite hours or distance while carrying/wearing individual load of equipment.
* Ability to plan and direct special programs and events related to law enforcement.
* Ability to build and maintain cooperative and effective public relations with the community.

**Police Chief Minimum Qualifications:**

* Must have at least 5 years of experience in law enforcement
* Preferably a 4-year degree in Criminal Justice, Administration, other relevant area.
* Strongly seeking experience in counternarcotics or similar anti-drug task force or program.
* Previous administrative and supervisory experience is strongly preferred.
* Thorough knowledge of law enforcement principles
* Current BLET certification

**JOB LOCATION**

* Robbins, North Carolina, United States

**POSITION TYPE**

* Full-Time/Regular

**Submit Application, cover letter, and resume with references to:**

**Town of Robbins**

**ATTN: Town Manager**

**P.O. Box 296**

**Robbins, NC 27325**

**Or email to:**

[**Manager@townofrobbins.com**](mailto:Manager@townofrobbins.com)