

POLICE CHIEF

General Statement of Duties

The Town of Oakboro is seeking a highly skilled and experienced Chief of Police to lead our law enforcement department. The ideal candidate will be a strategic thinker with exceptional leadership qualities. There is a strong expectation of commitment to the public safety of the Oakboro community, and ability to develop trust among members of the community and the police department. Performs administrative and supervisory responsibilities of directing all activities of the police department and to ensure the implementation of goals, objectives, policies, procedures, and standards for the department in the law enforcement. High integrity and a proven record of consistency in managing both internal and external relationships to mitigate challenges and maximize opportunities. Reports directly to Town Administrator.

Qualifications

- Law enforcement experience: 10 years minimum.
- Leadership/Administrative experience: 5 years minimum.
- Residence in the limits of Oakboro or within 2 miles of town limits (6-month period to move after employment).
- Bachelor (BS/BA) degree preferred; course work in law enforcement, criminal justice, public administration, business, or related fields.
- Advanced Law Enforcement Certification and advanced law enforcement training strongly preferred.
- Valid NC Driver's License is required or the ability to obtain a valid NC Driver's License within 30 days of relocating.
- Must have a current certification as NC local government or NC state government law enforcement officer with no more than a three-year break in full-time sworn service at time of appointment.

Features of the Position

- An employee in this position plans and directs the law enforcement program of the Town.
- Work includes the responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents.
- Work involves a full managerial and supervisory role including the establishment of operations and policy, evaluation and adherence to prescribed standards, and planning for and implementing special law enforcement activities.
- Work includes preparing special State, Federal, and local reports, analyzing crime and accident trends; cooperating with other law enforcement agencies.
- Work includes preparing and managing a budget and supervising all department personnel.
- Work is performed in accordance with departmental policy and State and Federal law.
- The employee is subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme weather, and exposure to various hazards such as proximity to moving mechanical parts and electrical current.
- Employee may be exposed to blood borne pathogens.
- Work is performed under the general direction of the Town Administrator and is evaluated through observation, discussion and review of reports, and through an appraisal of the general effectiveness of departmental operations.

Duties and Responsibilities

Essential Duties and Tasks:

- Oversee all law enforcement operations within the jurisdiction.
- Effectively lead and invigorate the department with a community policing mindset.
- An honest and approachable Chief who is confident and steadfast in their skills, expertise, and approach to community.
- Performs all administrative functions to include strategically planning the departmental goals and objectives from a long/short term perspective; projects and develops budgetary needs for the department and provides a justification to management; monitors monthly budget.
- Recruits, selects, and oversees the training of personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline.
- Create and model a culture of accountability for application of effective law enforcement practices which foster a sense of security and respect for community members and officers alike.
- Implement best practices to improve departmental processes and communication - establishing and upholding a culture of equity, diversity, and inclusion while ensuring transparency and accountability.
- Receives and acts upon inquiries or complaints from the public concerning police activities and services.
- Supervises internal personnel investigations; establishes policies, procedures and operations; sets priorities; 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 on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime preventions, detection, and investigative activities.

- Advises the Town Administrator and Board on various law enforcement issues. Plans, researches, and procures necessary technology for modern and effective law enforcement.
- Participates in law enforcement activities as needed including the investigation of crime and the response to calls for assistance.
- Takes a lead role in directing police activity at major crime scenes; spot checks routine patrol areas; and observes traffic situations to assist in monitoring effectiveness of operations.
- Represent the Oakboro Police Department and the Town of Oakboro in presentations and speeches to civic and volunteer organizations.
- Represents mature judgments and responds sensitively to the public and community organizations.
- Knowledge of the State, Federal and county laws; knowledge of local Town of Oakboro ordinances and polices of the police department.
- Must be prepared to work additional shifts, if needed, when staff is absent or not available.

Additional Job Duties:

- Performs other duties as assigned.

Physical Requirements:

- Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, grasping, talking, hearing, and perform repetitive motions.
- Must be able to perform administrative and police work requiring the employee to exert up to 50 pounds of force occasionally, 20 pounds of force frequently, and 10 pounds of force constantly.
- Must possess visual acuity to perform extensive reading and administrative and computer work.

Salary & Benefits

- The hiring range for Chief of Police \$75,000 - \$89,000 per year.
- Town of Oakboro offers a comprehensive benefits package including health, dental, life insurance, long term disability, accidental health insurance, NC 401K plan with a 6% employer contribution, and other optional insurances available.
- Enrollment into the State Retirement Plan through the NC Local Government Employees Retirement System (LGERS).
- Paid vacations, holidays and sick leave.

To Apply

Interested applicants must submit a cover letter, resume, Town of Oakboro application. A completed NC Criminal Justice Training and Standards Form F-3 will be required prior to a background investigation.

Please visit https://oakboro.com/job_opportunities.html to obtain the Town of Oakboro employment application.

All documents must be submitted to the Town Administrator in at least **one** of the following methods:

email - gharvey@oakboro.com

mail - Georgia Harvey, Town Administrator PO Box 610, Oakboro, NC 28129

in person – 109 N Main Street, Oakboro, NC 28129

Position open until filled. EOE.