

Village of New Concord Police Chief Position Description

Village Mission Statement

Set along the historic National Road, the Village of New Concord is a small college town in East Central Ohio. Home to Muskingum University, the community values its picturesque setting, special small town character, and open, responsive government. The Village believes in the importance of providing for a healthy and safe environment, preserving its past, supporting education, and promoting recreational and cultural opportunities.

Village Vision Statement

A thriving, friendly village and regional center committed to education, services, cultural and recreational pursuits. Rooted in an entrepreneurial tradition, The Village champions community and economic ambition.

The Village of New Concord Police Chief is a leader who exemplifies the character and culture of the community. He or she is an excellent communicator, both written and oral, and is always willing to talk with residents, businesses and staff regarding their safety concerns, observations or questions. The police chief will strive to protect the small town feel and family friendly atmosphere enjoyed by the New Concord community. The Village is on the brink of change and expansion and desires a police chief with up-to-date skills and a passion for continued learning and professional development. The Village offers a unique mix of rural traditions and classic educational experiences along with an innovative, entrepreneurial spirit and expects the police chief to embody these attributes and be willing to develop flexible strategies to meet the needs of the community. Collaboration is a centerpiece of New Concord, without which the Village would not be what it is today. It is paramount that the police chief work to collaborate with all village partners.

General Summary

The police chief is employed by the Village to serve the residents, businesses and visitors of New Concord. The police chief reports to the mayor and works closely with the village administrator. The police chief exercises total responsibility for comprehensive law enforcement (including all applicable federal, state and local laws). The police chief always maintains the highest degree of professionalism while representing the police department and the Village.

In addition, the police chief manages security programs within the Village, establishes law enforcement policies and procedures, directs activities and supervises the police sergeant and officers. She or he is responsible for departmental operations and staff on a 24 hour, 7 day per week basis, responds to serious or sensitive calls during off hours and provides guidance to responding officers. The chief has patrol duties. The police chief is responsible for the continuing education of the police department staff and is responsible to the public to address their questions and concerns.

The police chief demonstrates emotional intelligence in day-to-day work, decision making, problem solving and in the supervision of employees. She or he exhibits behavior consistent with the mission and vision of the Village of New Concord.

Qualifications

- OPOTA Certification
- Up-to-date firearms qualification
- Ability to fulfill all statutory requirements of a police chief
- Works a varied schedule, a variety of shifts and on is on-call during off-hours as needed
- Pass a post-offer criminal background check and drug screening

- Undergo a post-offer physical examination and meet minimum physical requirements of the job upon initial hire and during the course of employment, either with or without reasonable accommodation as required by the Americans With Disabilities Act
- Possess a valid driver's license
- Knowledge of CPR and first aid
- 10 years of experience, with a minimum of 4 years of supervisory experience, in law enforcement at the level of sergeant or above is strongly preferred
- Possession of an Associates or Bachelor's degree is strongly preferred
- An equivalent combination of education and experience in the field may be acceptable

Duties and Responsibilities

Leadership & Supervision

- Maintains the peace, enforces the law, interprets and properly applies rules and regulations. Builds a strong, well-informed and proactive police department through benchmarking, best practices, feedback and continuous improvement. Provides teaching, mentoring and motivation within the organization through the provision of knowledge, skills and information. She or he encourages officer empowerment. Develops the organizational structure and operating procedures of the police department in accordance with professional standards.
- Supervises police sergeant and officers. Assists them with job responsibilities as appropriate. Trains staff and arranges for training. Is available and willing to assist officers and sergeant at all times. Directs collection, preparation and handling of evidence and personal property. Prepares work schedules and assigns duties. Determines staffing needs. Handles officer employment issues and approves overtime.
- Monitors and evaluates job performance of officers and sergeant. Initiates actions to maintain and improve performance, morale and work methods. Investigates charges of misconduct against staff and disciplines staff for violations of Village policy, standard law enforcement practices, departmental rules and regulations. Interviews applicants and makes recommendations to hire police personnel.

Communications and Relationship Building

- Prepares and presents oral and written reports relating to the activity of the police department.
- Conducts regular staff meetings within the Police Department. Establishes and maintains close and effective working relationships with mayor, village council, village administrator and department heads, other police agencies and courts. Keeps the mayor and village administrator informed of any emergency, extraordinary action taken, or necessary deviation from the established village policy or procedure. Cooperates with court personnel and officials from other law enforcement agencies, and testifies and presents court cases in the village and county courts.
- Oversees community events as needed. Oversees school resource officer position. Maintains an effective working relationship with the Muskingum University Police Department. Meets with civic, educational, and community groups to develop public safety programs and events. Addresses groups concerning law enforcement subjects.

Planning and Budgeting

- Fulfills the mission and vision of the Village through excellent public relations, creative problem solving, decision making, and stewardship of Village resources. Plans, organizes and reviews security and law enforcement operations. Prepares budgets and manages expenditures of department funds. Analyzes and responsibly controls operational costs.
- Coordinates and directs the long-term direction of the police department through progressive strategic planning and departmental goal setting that is responsive to the needs of the community and the village council and administration. Develops and updates, as necessary, a department mission statement.
- Attends and reports at monthly legislative meetings. Attends additional meetings as requested by the mayor or the village administrator. Prepares special reports regarding the police as may be required by the mayor or the village administrator.
- Has custody and control of all books, records, apparatus and equipment necessary for the operation of the Police Department. Prepares records and reports and directs preparation, handling and maintenance of departmental records. Inspects facilities, supplies, vehicles, uniforms and equipment to ensure conformance to standards and determines the need for repairs and/or replacement.
- Identifies, writes and administers appropriate grants.

Typical Physical Requirements and Working Conditions

- Mobility to work in a standard office setting as well as in the field.
- Strength and mobility to operate a motor vehicle and take command at an incident or emergency scene.
- Strength and stamina to carry at least 25 pounds.
- Vision to observe emergency scenes and investigations and to read printed materials and a computer screen.
- Hearing and speech to communicate in person, before groups and over the telephone and/or radio.
- Manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, to direct traffic, write reports, and utilize equipment required for the performance of duties.
- May be required to attend meetings at various sites within and away from the Village.
- Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations, hazardous materials and all weather conditions.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the job.