

CITY OF MONTGOMERY
POLICE CHIEF

The City of Montgomery Texas is accepting applications for Chief of Police. Located in southeast Texas, the growing City has a population of approximately 1,200 persons and is located in one of the fastest growing counties in the United States. Montgomery city government is very stable and the department head turnover is very low. The Police Chief is a statutory Officer of the City with accompanying rights and responsibilities.

The Police Department has a total of 10 full-time sworn officers and four reserve officers. The Police Chief operates under the executive direction of the City Administrator. The Police Chief is a management level position responsible for the overall direction of the police department through administrative authority and supervision of assigned field and staff functions. The position requires the exercise of independent judgment in the performance of the duties of the office. The incumbent makes unilateral decisions as necessary to set and accomplish departmental goals and objectives. Work is performed with considerable discretion and latitude in the conduct of police operations. Performance is reviewed by the City Administrator and the City Council.

Minimum requirements:

- A minimum of twelve years law enforcement experience as a certified police officer required.
- Must possess supervisory or management experience in a municipal police department or other law enforcement organization. Demonstrated management/supervisory experience in a civilian organization or similar department may be considered.
- Must demonstrate and be able to articulate modern law enforcement organization best practices and procedures.
- The candidate must meet or exceed all requirements of the state of Texas related to the office of Chief of Police, including TCOLE certification, and the candidate must be able to attend and complete the determined minimum training and requirements for the office.
- The candidate must possess and maintain a valid driver's license.

For full job description go to montgomerytexas.gov website under "Employment Opportunity". Applications due on or before January 17, 2019. Please send resume and cover letter to shensley@ci.montgomery.tx.us or mail below:

Susan Hensley
PO Box 708
Montgomery, TX 77356

Salary for this position is based upon experience and qualifications. The City participates in the TMRS retirement system and provides full health insurance for employee, sick leave and vacation.

The City of Montgomery, Texas is an EOE and a Drug-Free Workplace.

CITY OF MONTGOMERY, TEXAS - Job Description – POLICE DEPARTMENT

July, 2016

Revised: January 4, 2019

Identification:

Position Title: Chief of Police/Emergency Management Coordinator
Department: Police
Supervises: Police Administration
Immediate Supervisor: City Administrator
FLSA: Exempt
Pay Grade:

GENERAL DEFINITION AND CONDITIONS OF WORK:

Manages the law enforcement agency for the city, which is responsible for law enforcement, crime prevention, animal control, and criminal investigation and any other duties, which may be required. Serves as the Emergency Management Coordinator for the city and oversees emergency preparedness issues involving incidents, planning, training and drills.

ESSENTIAL FUNCTIONS AND TYPICAL TASKS:

- Directs, instructs, schedules, reviews and evaluates the work of subordinate personnel.
- Implements disciplinary actions as needed
- Ensures that laws and ordinances are enforced and that the public peace and safety is maintained
- Develops and implements departmental policies and procedures
- Makes recommendations concerning traffic safety, crime prevention, and juvenile programs
- Establishes and maintains an effective police community relations program
- Provides assistance and information to citizens, news media, community organization, and other law enforcement agencies
- Coordinates the information gathered and work accomplished by police personnel, assigns police personnel to special investigations and/or special assignments
- Receives and evaluates complaints filed against departmental personnel; investigates, reviews and renders decisions on the findings of internal affairs investigations
- Makes presentations to the City Council, citizen and special interest groups, civil and volunteer groups and other interested groups to inform regarding police services and programs and to maintain effective community relations
- Prepares statistical and narrative reports on police department activities for submission to the City Administrator, Mayor and City Council, and state and federal law enforcement agencies
- Prepares and administers the annual budget for the police department
- Seeks grant funds for police department activities
- Participates in law enforcement investigations, as needed
- Serves as the City's liaison on emergency preparedness issues with the United States Federal Emergency Management Agency, the Texas Division of Emergency Management, Montgomery County Office of Emergency Management and other local agencies
- Reviews state and federal proposed legislation and provides recommendations

- Oversees training programs and operational drills for city personnel

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are generally performed within the city limits, in both indoor and outdoor settings. On occasion there will be times that warrant services to be performed outside the city.

The employee must have adequate dexterity to operate a police vehicle, firearms, personal computer and other police equipment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to make independent judgments
- Ability to plan, organize and monitor subordinate employee work assignments to accomplish objectives
- Ability to effectively discipline subordinates when warranted
- Ability to set clear performance standards for subordinate employees
- Ability to analyze and evaluate programs, policies, procedures and services in order to evaluate effectiveness and develop recommendations for improvement
- Ability to interpret and apply modern police methods, laws, regulation, policies and procedures relating to law enforcement.
- Ability to gather and organize data and establish a record keeping system
- Ability to interpret laws, ordinances, codes and policies
- Ability to establish and maintain effective working relationships with officers, the general public, citizen/special interest groups, other civic/volunteer groups and other law enforcement agencies
- Ability to communicate effectively both verbally and in writing
- Knowledge of principles and practices of local emergency management
- Ability to integrate and apply the concepts of comprehensive emergency management (mitigation, preparedness, response and recovery) into the City's disaster programs.
- Ability to Identify and analyze the effects of hazards that threaten the City.
- Ability to secure technical and financial assistance available through state and federal programs and grants.
- Ability to develop and maintain working relationships with private, military, local, state and federal officials in order to keep up-to-date on current issues facing the emergency management community.
- Ability to interpret federal and state funding regulations as they impact the City.

The physical demands and work environment 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is subject to prolonged periods of sitting and is frequently required to stand, walk, reach, kneel and bend over. The employee must have normal vision, hearing and understandable articulation. The employee must occasionally lift and/or move objects or persons weighing up to one hundred (100) pounds. The employee will work in a vehicle, indoors and outdoors during inclement weather conditions and in extreme hot and cold temperatures. The employee is 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. The employee is 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 required, each person employed in the position described by this job description will perform the duties of any other position within the department of employment for which such person may be deemed qualified. Temporary assignment to any position or classification may result from the temporary absence of full time employees assigned to such classification, as a result of short term demand exceeding the capacity of employees assigned to the performance of such duties but not deemed of sufficient duration to require additional full time personnel, or to ensure the performance of occasional duties not requiring full time personnel. Temporary assignments may be of varying duration but shall not be deemed to imply the existence of available positions within the classification of temporary assignment or to require the creation of additional positions or classifications not justified by reasonable business necessity.

MINIMAL QUALIFICATIONS, EDUCATION AND EXPERIENCE:

- Must have Bachelors degree in Criminal Justice, Public Administration or equivalent related experience; preferred or related field
- Graduate of LEMIT's Leadership Command College (LCC); and/or the FBI National Academy; and/or a nationally recognized Law Enforcement executive level leadership program
- A minimum of twelve (12) years experience as a police officer, with a minimum of four (4) years of command level experience in a law enforcement agency of similar size
- Master Peace Officer certification issued by the Texas Commission on Law Enforcement Officer Standards and Education
- Texas Class C drivers license
- Knowledge of the principles, methods and practices of modern law enforcement
- Knowledge of modern philosophies and trends in police management and leadership
- Knowledge of departmental policies, procedures and safety rules and regulations
- Knowledge of criminal, civil, juvenile and traffic laws
- Knowledge of police patrol and law enforcement procedures
- Knowledge of safety regulations applicable to motorized vehicles and equipment
- Knowledge of radio communication
- Knowledge of geography of the city
- Knowledge of routine vehicle and equipment maintenance
- Knowledge of modern police record management systems
- Knowledge of court systems and procedures
- Knowledge of the Penal Code
- Knowledge of the city codes and ordinances
- Knowledge of modern criminal investigating techniques
- Knowledge of modern interviewing and interrogating techniques and methods
- Knowledge of municipal purchasing methods and procedures
- Knowledge of municipal budgeting and cash management systems

SPECIAL REQUIREMENTS:

- Mandatory attendance of Montgomery Police Department sponsored community functions/events, unless excused by approved absence. Examples of department sponsored community functions/events include, but are not limited to, National Night Out, Crime Stoppers and Coffee with COPS.

This job description is not an employment agreement or contract. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. Due to major duty changes, technology and service demands and other events, the City of Montgomery has the exclusive right to alter this job description at any time. In the event your job description changes you will be notified and provided a copy for your signature.

Signature/Approval:

Employee

Date

Department Director/Supervisor

Date