

Job title

Police Chief

City/Town of

City of Westminster

Category

Police

Employee status

Full time

Job duties

List no more than three job duties in spaces below. Any over **three** will be dropped due to space constraints.

Description 1 of 3

Under little supervision, administer and oversee all operations of the Police Department. Supervise officers and other staff officers to ensure that law and order are maintained, laws and ordinances are enforced, and that all departmental operations are properly maintained and implemented. The Police Chief hires, trains, assigns, directs, supervises, evaluates, and disciplines personnel. Reports to the City Administrator.

Job duty 2 of 3

Develops department's short and long term goals and objectives and develops and implements department policies and procedures. Supervises and participates in the development and administration of the department budget, and takes a proactive approach towards the needs of future staffing, equipment, materials, and supplies. Consults with the City Administrator to determine department services and course of action. Assists with major criminal investigations and participates in law enforcement duties as necessary.

Job duty 3 of 3

Performs a variety of public relations duties in order to establish and maintain community trust. Represents the department at public meetings and events. Attends public meetings and other task force meetings as necessary. Investigates complaints from the general public and reviews arrest and incident reports. Coordinates with neighboring law enforcement agencies regarding matters of public safety and assists in coordinating inter-jurisdictional matters. Receives, reviews, prepares, and submits a variety of records and reports.

Qualifications

List qualifications in the spaces below – may include education, years of experience, certifications, specific areas of knowledge. Any over **three** will be dropped due to space constraints.

Qualification 1 of 3

A minimum of 10 years of law enforcement experience demonstrating increasingly responsible work to include management-level or supervisory experience. Formal education such as a bachelor's or associate's degree in criminal justice is preferred; a combination of years of service and a college degree(s) may be substituted for the minimum 10 year experience.

Qualification 2 of 3

Understanding of state and federal law enforcement laws, regulations and policies. The applicant must possess demonstrated leadership and strategic management experience, strong community policing expertise, superior interpersonal and conflict resolution skills, excellent verbal and written skills, public speaking ability, and other administrative abilities.

Qualification 3 of 3

Attainment of S.C. Criminal Justice Academy certification; completion of law enforcement advanced training courses; firearms proficiency to our existing departmental standards; ability to retain police officer physical fitness requirements to perform all duties of a police officer within the town, and a S.C. driver's license (or ability to obtain one prior to employment) are basic requirements for this position. The successful applicant is a key emergency management team member.

Pay info

Salary is commensurate with experience. The salary range for this position is \$64,673-\$84,075

How to apply

Please submit a resume with cover letter augmented by a City application
Submit a completed packet to Kiley Carter, Human Resources at PO Box 399 100 East Windsor Street
Westminster, SC 29693, preferably by email to kcarter@westminstersc.org

Deadline

01/16/2024

EOE Disclaimer

The City of Westminster is an Equal Opportunity Employer.