



**TOWN OF MARS HILL  
VACANCY ANNOUNCEMENT**

**DATE:** December 10, 2020

**THE TOWN OF MARS HILL, N.C.** is seeking a qualified individual for the following position:

**TITLE:** Police Chief – Mars Hill Police Department  
Full Time Position

**DESCRIPTION:** Under limited supervision, the Police Chief is responsible for planning, organizing, directing and managing all aspects of the police department including supervision of five (5) full-time and additional part-time certified personnel, various equipment, and multiple vehicles. The Police Chief performs administrative and public contact work in the Town of Mars Hill and acts as the direct liaison for law enforcement matters to other law enforcement agencies and the judicial system. The Police Chief is a “working” chief, meaning routine patrol and investigative duties are required beyond the administrative functions of the position. Provides other duties as may be assigned by the Town Manager.

The Police Chief is responsible for developing and enforcing policies, procedures and regulations, developing and managing the police department budget and overseeing purchases. The Police Chief is responsible for scheduling and planning training, preparing and presenting public presentations for crime prevention and education and engaging collaboratively and developmentally with community partners, other law enforcement agencies, Mars Hill University, other town departments, town management, and the Town of Mars Hill Mayor and Board of Aldermen.

**QUALIFICATIONS:** Candidate must have extensive experience in law enforcement and police department operations and command structure. Candidate must have certification from the NC Criminal Justice Education and Training Standards Commission or similar organization, and post-secondary education in related field. The preferred candidate will hold bachelor’s degree and possess the NC Advanced Law Enforcement Certificate. Candidate must possess a valid NC operator license and possess or be willing to obtain other related certifications and licensures as may be required by the Town or State of North Carolina.

**SALARY:** Salary dependent upon education, training and experience.

**TO APPLY:** Submit a Mars Hill Application and resume to the Mars Hill Town Manager, 280 N. Main Street, PO Box 368, Mars Hill, NC 28754. Applications are available in the Administration Office located at the Mars Hill Town Hall. Posting and application available at [www.townofmarshill.org](http://www.townofmarshill.org).

**CLOSING DATE:** Friday, January 8, 2021. Complete application must be received by 5:00 p.m. in the Administration Office located in the Mars Hill Town Hall on the closing date.

**HIRING AUTHORITY:** The Mars Hill Town Manager is the hiring authority for this position.

*Equal Employment Opportunity Employer*