



Assistant Police Chief Job Ad

Town of Sylva

The Town of Sylva, NC is seeking an Assistant Police Chief who is visionary and has a demonstrated history of innovative and strategic leadership. The Assistant Police Chief must foster effective relationships with the community, regional law enforcement partners, as well as departmental staff and officers. In addition, the Assistant Police Chief must possess excellent communication and critical thinking skills, while focusing on community policing. The Police Department serves a community of approximately 2,800 residents, who expect community engagement and a high level of services. The service area, including the commercial corridor, covers a traffic volume of 32,000 vehicles per day. The Sylva Police Department has a \$1.3 million budget and 14 sworn law enforcement officers. Sylva is the county seat of Jackson County, NC (pop. 43,597). Sylva features a charming downtown with a collection of eclectic restaurants, retail shops, weekly Farmer's market, and breweries.

Most recently, Sylva was named one of the Top 10 Cleanest Cities by Expedia.com, due in part to its green and eco-friendly initiatives including being a certified Tree City and NC Main Street Town. Additionally, town-owned Pinnacle Park offers 1100 acres of pristine nature. The most photographed historic Courthouse in the state resides on the hill, overlooking the downtown district. Named as one of the 'best places to retire' by Retire Magazine, Sylva boasts a quality of life that people of all ages enjoy. To learn more about Sylva and Jackson County visit www.discoverjacksonnc.com

About the Department and the Position:

The Assistant Police Chief performs highly responsible administrative and operational work assisting with the direction, planning, organization and management of all operational and investigative aspects of the Police Department.

The Assistant Chief position assists in planning, staffing, and directing police activities; aids in coordinating, preparing, and administering the budget for the Police Department; conducts administrative studies of management problems and concerns; directs or supervises strategic planning initiatives; develops comprehensive programs designed to effectively correct operational deficiencies; investigates citizen complaints about police personnel conduct and services; and makes recommendations on performance ratings, disciplinary actions, and related matters.

The objective of the position is to facilitate operations and planning to ensure the general welfare and safety of the lives and property of all citizens. The employee will exercise considerable independence and initiative, however, may confer with the Police Chief in unusual or highly sensitive administrative issues. Additional duties related to the position may be required as necessary.

Duties may be comprised of but not limited to the following:

- Assists the Police Chief in the planning, organization and direction of the activities and personnel of the Police Department participating in the development and monitoring of departmental operations, procedures and goals.

- Assumes command of departmental activities in the Chief's absence and plans, organizes and directs the activities and operations with assigned functions ensuring the furthering of the Department's mission and goals.
- Manages, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs.
- Provides constructive feedback, reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training; manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects; reviews and approves staff, operational and criminal case reports; meets regularly with staff to discuss priorities and resolve workload and technical issues; takes appropriate corrective actions when necessary.
- Provides advice and counsel to staff, develops or assists with developmental work/strategic plans for staff and makes recommendations and/or implements corrective actions, and discipline and termination procedures as appropriate/necessary or as directed.
- Supervises and manages police vehicle fleet issues.
- With the assistance of the Police Department's grant writer, this position oversees and manages local, state and federal grant procedures as necessary.
- Manages, administers, maintains, and oversees assigned budgets including making recommendations to the annual budget while monitoring expenditures and identifying needs.
- Reviews and approves reports, purchases and payments according to established policies and practices; makes recommendations and forecasts for future funds needed for staffing, equipment, materials and supplies.
- Investigates, resolves and mediates administrative, inter-agency and operational inquiries and complaints; negotiates and resolves sensitive, significant and controversial issues.
- Coordinates the development of law enforcement strategies to meet Town goals and objectives; determines the scope and priorities of programs and special projects; recommends and implements changes and improvements to existing programs, priorities, policies and procedures; assures effective communication of Police Department issues.
- Oversees vendor and inter-governmental contracts with the police department.
- At times, oversees and manages critical incidents and criminal investigations; responds to major crime scenes and takes command when appropriate.
- Serves as part of the Department's and Town's management team by working cooperatively with other department directors, staff, elected officials and the Town attorney.
- Prepares a variety of reports, memorandums, evaluations relating to operations and effectiveness for both internal and external consumption; responds to phone and e-mail inquiries from both internal and external customers.
- Communicates with other Town administration, personnel and outside organizations regarding crime prevention and law enforcement administration and resolves sensitive issues and public concerns.
- Reviews policy/ordinance and draft recommendations for the Police Chief; investigates complaints/internal affairs accusations against staff; communicates with the Chief regarding confidential matters from within and outside the Department including personnel or operational issues; resolves issues in a timely manner.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, citizen satisfaction and teamwork.
- Performs work within scope of authority and training, and in compliance with policies and quality standards, monitors assigned operations and assures compliance with federal, state and local regulations and policies.

- Interprets policies and procedures and assures the consistent application of rules and regulations, serves as staff on a variety of boards, commissions, and committees and prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings, maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.
- Maintains absolute confidentiality of work-related issues, client records and Town information; performs related duties as required or assigned.
- Participates as a key member of the Emergency Operations Center (EOC).
- Maintains ability to perform all the essential duties of the rank of Police Officer.
- Performs other duties as assigned.

Minimum Qualifications

A Bachelor's Degree or higher in Criminal Justice, or other law enforcement related field and an Advanced Law Enforcement Certificate is preferred or an equivalent combination of education and experience. Prior experience would include ten (10) or more years of experience as a certified law enforcement officer with at least (3) years of experience at the level of Lieutenant or higher or (5) years of experience at the level of Sergeant or above.

Candidate must be able to successfully pass a pre-employment drug screen, psychological evaluation, comprehensive background investigation and credit check. Candidates must be able to demonstrate high ethical standards that ensures public safety, meets the needs of the community, and instills public trust and confidence.

- Candidate must be an active sworn law enforcement officer in North Carolina.
- Candidate must possess a valid North Carolina Driver's License.

Qualifications:

The following document **MUST** be completed, signed, notarized, and attached to your application:

- North Carolina Training and Standards Background Investigation Waiver Form

Salary Range and Application Process:

The hiring range is \$48,273-\$62,000 and is dependent on experience and qualifications. The Town of Sylva offers a full comprehensive benefit package including employer paid health, dental and life insurance. To apply for this position, e-mail employment application (www.townofsylva.org) to townclerk@townofsylva.org or submit in person at Sylva's Municipal Hall located at 83 Allen St., Sylva, NC 28779. Application review will begin March 31, 2021. Position is open until filled. Anticipated start date for candidate is May 3,2021.

Special Requirement:

Applicant will be required to relocate to Jackson County within one year of hire date.

For further information on the position and benefits, contact Amanda Murajda at (828) 586-2719 or email townclerk@townofsylva.org.