



## Town of Siler City Vacancy Announcement

### POLICE MAJOR OF OPERATIONS

#### **General Statement of Duties**

Performs complex protective service and administrative work, conducts internal investigations, assists with preparing budgets and reports, assists with departmental long-range planning, oversees policy compliance and risk management, oversees accreditation process, coordinates sworn personnel training and ensures all personnel are current in required certifications to meet the criteria for position held, supervises Telecommunications Supervisor and Police Property and Evidence Specialist, handles citizen's complaints, promotes community policing, serves the public with dignity and respect.

#### **Distinguishing Features of the Class**

An employee in this class is assigned special administrative work and conducts internal investigations for the department. Responsibilities include conducting investigations of various criminal activities, coordinating departmental training, coordinating vehicle maintenance, and taking reports and problem solving with citizens who come to the office. Work requires advanced knowledge of modern law enforcement techniques and management, substantial judgement, and independent initiative. Work involves frequent public contact which requires tact, firmness, and decisiveness. Work is performed in accordance with departmental policy, State and Federal law, Town policies and procedures and supplemented with specific directions from the Chief of Police. Employees are subject to hazards associated with law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases, or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed under the general supervision of the Chief of Police and is evaluated through observation, discussion, proper judgment, community involvement, review of reports for adherence to laws and departmental policies and procedures, adherence to Town policies and procedures, quality and effectiveness of work completed, supervisory skills and effectiveness, ongoing and timely feedback, and scheduled performance evaluations.

#### **Qualification Requirements**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

#### **Essential Duties and Tasks**

- Assists with departmental supervisory and administrative work; assists with decisions in critical situations.
- Participates in hiring process through interview committees and processes paperwork with Training and Standards.
- Investigates citizen concerns and complaints regarding officer performance.
- Assists with the preparation and implementation of the department's operating and capital budgets; manages the procurement and maintenance of department vehicles; monitors expenditures.
- Acts as Training Coordinator; keeps records of all staff training current and up to date, ensures that all staff has training and certifications required for their position and that certifications do not lapse, schedules required annual training and other training as needed.
- Oversees the risk review and compliance process as directed by the North Carolina League of Municipalities.

- Conducts internal investigations as directed by the Chief of Police concerning police conduct and failure to meet training standards.
- Coordinates building maintenance, physical security, and service agreements as guided by Town policy.
- Oversees program that includes body-worn cameras and in-car cameras including associated security and retention standards.
- Maintains accurate inventory of uniforms and equipment for sworn personnel, distributes uniforms and equipment; ensures Auxiliary Police Officers are outfitted with the proper uniform and equipment as indicated in the Auxiliary Police Officers Program policy.
- Participates, as necessary, in a variety of criminal investigations including crime scene investigation; interviews witnesses, victims, and suspects; collects evidence; prepares reports; arrests suspects; coordinates cases with the District Attorney's office; testifies in court.
- Supervises Police Property and Evidence Specialist and is ultimately responsible for Evidence Room.
- Supervises Telecommunications Supervisor.
- Serves as acting Chief of Police in his/her absence.
- Performs patrol, investigative, and telecommunication duties as necessary.
- Performs other duties as assigned.

### **Knowledges, Skills, and Abilities**

- Thorough knowledge of state and federal laws and local ordinances, and policies of the Police Department, especially relating to arrest, pursuit, search and seizure, and traffic control.
- Thorough knowledge of modern law enforcement principles, practices, procedures, methods, techniques, and equipment.
- Thorough knowledge of investigative procedures, principles, strategies, and methods.
- Thorough knowledge of geographical layout of the Town.
- Thorough knowledge of the physical, economic, and social characteristics of the Town.
- Thorough knowledge of the community policing concept.
- Thorough knowledge of supervisory functions and skills including motivation, communication, performance coaching and evaluation, and conflict resolution.
- Thorough knowledge of the Town's and Police Department's personnel policies.
- Thorough knowledge of scientific criminal detection and identification methods.
- Thorough knowledge of computers and basic software programs such as Word, Excel, Outlook, and department specific software programs.
- Proficiency in the use of firearms and other law enforcement equipment and in the application of self-defense tactics.
- Ability to work calmly under conditions of high stress and physical and emotional fatigue.
- Ability to communicate clearly over radio and other technology.
- Ability to communicate effectively in oral and written forms.
- Ability to prepare clear and concise records and reports.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to make mathematical computations such as addition, subtraction, multiplication, division, and calculation of rates, ratios, and percentages.
- Ability to present effectively, and with integrity, in court testimony.
- Ability to work closely and in harmony with representatives of other law enforcement and investigative agencies in matters of common interest.
- Ability to build and maintain cooperative and effective relationships with co-workers, supervisors, citizens, community leaders, and Town officials.

### **Physical Requirements**

- Must be able to physically perform the basic life operational functions of standing, sitting,

balancing, stooping, crouching, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, lifting, talking, and performing repetitive motions.

- Must be able to perform work exerting up to 50 pounds of force occasionally, 20 pounds of force frequently, and 10 pounds of force constantly.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communication and to make fine distinctions in sounds.
- Visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

### **Required Education and Experience Qualifications**

- Graduation from a community college with an Associate degree in criminal justice or related field and extensive experience in law enforcement.
- Current certification through a Training and Standards program (transfers from other agencies or out-of-state must meet NC Training and Standards' criteria for a Police Department).
- Extensive experience in Patrol and Investigations.
- Minimum five years supervisory experience at the Command level.
- Successful completion of advanced leadership coursework from accredited institutions in developmental leadership, ethics, and administration.
- Possession of a valid North Carolina driver's license or the ability to obtain.

### **Preferred Education and Experience Qualifications**

- Bachelor's degree in public administration, criminal justice, or related field discipline in public safety; extensive experience in law enforcement; or an equivalent combination of education and experience.
- Graduation from a command course such as the FBI National Academy or Administrative Officers Course from Southern Police Institute.
- Possession of DCI I certification upon hire.
- Bilingual in both written and spoken English and Spanish.

### **Additional Employment Requirements**

- Must obtain DCI I certification within six months of hire and maintain certification without a lapse during the course of employment.

### **FLSA Status** - Exempt

### **Disclaimer**

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Siler City reserves the right to assign or otherwise modify the duties assigned to this classification.

**Annual Hiring Salary**                      \$69,816

### **To Apply**

This posting is open until filled. A completed Town of Siler City application is required for consideration. The application may be found on our website at [www.silercity.org](http://www.silercity.org) or picked up at

City Hall. The application may be mailed or delivered to City Hall, Attention: Human Resources, 311 N. Second Ave., PO Box 769, Siler City, NC 27344 or submitted via email to [dritter@silercity.org](mailto:dritter@silercity.org). Pre-employment drug testing, DMV check, and background checks are required upon job offer. EOE.

The Town of Siler City is an Equal Opportunity Employer. The Town of Siler City's applicants are considered for employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, disability, or other legally protected status.

The Town invites the submission of proposals from minority and women-owned firms and certified Section 3 business concerns if the contract is over \$100,000 for non-construction contracts.

The Town of Siler City will make appropriate arrangements to ensure that disabled persons are provided necessary accommodations. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of materials for the blind, or assuring a barrier-free location for the proceedings.

This information is available in Spanish or any other language upon request. Please contact Nancy Hannah at 919-726-8625, 311 North Second Avenue, Siler City, North Carolina 27344, or [nhannah@silercity.org](mailto:nhannah@silercity.org) for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Nancy Hannah al [nhannah@silercity.org](mailto:nhannah@silercity.org) o 919-726-8625 o en 311 North Second Avenue, Siler City, North Carolina 27344 de alojamiento para esta solicitud.