

Town of Bunn
Chief of Police
Vacancy Announcement

Chief of Police

Position Summary:

The Town of Bunn is seeking applications for an experienced law enforcement professional for the position of Chief of Police. The Chief of Police will be responsible for leading and managing all operations for the police department. The role includes performing administrative and management duties while also performing patrol and investigative work. The position comes with a benefits package for a full-time Chief including paid health insurance, dental, vision, short-term disability, paid sick time, paid vacation time, paid holidays, participation in the Local Government retirement system and 401k with 5% employer match.

Where to apply:

An application is available on the Town of Bunn's website, www.townofbunn.org. Submit cover letter, application, resume and supporting documents by email to dottie.taylor@townofbunn.org mail, PO Box 398, Bunn, NC 27508, or in person at The Town of Bunn, Town Hall, 601 Main St. Bunn, NC 27508.

The Town of Bunn is an equal opportunity employer.

Salary Range: Salary is commensurate with experience and qualifications.

Major Duties:

- Direct and supervise all department personnel and resources; assigns, supervises, evaluates and disciplines personnel.
- Monitors and reviews daily operation to assure conformity with department goals and community interests.
- Works with the finance officer on the administration of the department's budget.
- Represents the department and town government at public and private events.
- Maintains and promotes communication within the department through meetings and other contacts.
- Oversees the maintenance of all department records.
- Implement policies, procedures, and directives.

- Maintains knowledge of current police procedures and technology through attendance at training sessions and interaction with other law enforcement personnel.
- Enforces state laws and local ordinances.
- Coordinate with Franklin County on the implementation of the emergency response plan.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Thorough knowledge of law enforcement administration, and criminal justice systems process.
- Thorough knowledge of civil and criminal processes.
- Thorough knowledge of department and town policies and procedures and federal, state, and local laws and regulations.
- Considerable knowledge of management and supervisory principles and practices.
- Considerable knowledge of federal and state laws pertaining to release of law enforcement and investigation records.
- Considerable knowledge of current trends and developments in the field of law enforcement.
- Ability to use common office equipment including, word processing, spreadsheet and file maintenance programs.
- Skill in operating emergency vehicles.
- Skill in the use of firearms and restraint equipment.
- Ability to exercise tact, courtesy and firmness in frequent contact with the public.
- Ability to express ideas effectively orally and in writing.

Minimum Qualifications:

- Possession of Basic Law Enforcement Certification from the NC Criminal Justice Education and Training Standards Commission.
- Ability to pass a medical, psychological and drug evaluation.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of law enforcement supervisory experience.
- Possession of a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the North Carolina Criminal Justice Education and Training Standards Commission, including RADAR Certification, or become certified within 12 months of hire date.

Supervisory Controls: The position ultimately reports to the Town of Bunn, Mayor and The Town of Bunn, Board of Commissioners.

Guidelines: Guidelines include department standard operating procedures, town ordinances, policies, mutual aid agreements and federal, state and local laws. These guidelines require judgment, selection, and interpretation in application.

Complexity: The work consists of varied administrative and technical duties. The necessity of supervision and participating in work performed in life threatening situations contributes to the complexity of the work.

Scope of Effect: The purpose of this position is to manage the operations of the police department. Successful performance helps ensure the effective operation of the department and the protection of community life and property.

Personal Contacts: Contacts are typically with co-workers, other town employees, emergency medical providers, elected officials, the general public, and law enforcement personnel from state, local and federal agencies.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, provide services motivate personnel and negotiate or settle matters.

Physical Demands: The physical and mental requirements are the same as that of a Police Officer. Physical requirements include medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals and groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others.

Work Environment: Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Workplace conditions include operating vehicles for extended periods of time, working varied hours and shifts, and interaction with violent persons who may be a threat to themselves or others. Work requires application of safety precautions and wearing protective clothing, gloves, body armor and body cameras designed to minimize exposure to blood borne pathogens, communicable diseases and bodily harm.

FLSA Status: Full-time Chief of Police would be Exempt-Executive (primary duty is management of a customarily recognized department; customarily and regularly directs the employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion or other change of status or other employees are given particular weight).

Disclaimer: The employer reserves the right to assign or otherwise modify the duties assigned to this classification.