



**Job Announcement
Police Chief**

Department:	Police	Posted:	07/27/2022
Position:	Police Chief	Closed:	Open Until Filled
Salary:	Commensurate with qualifications	Classification:	Exempt

Community Description

Palmview is a suburban community of approximately 17,000, located in the rapidly urbanizing McAllen-Edinburg-Pharr metropolitan area. Our community has the amenities of a metropolitan area with the affordability and livability of an agrarian setting.

Municipal Operation

Our City was incorporated in 1972 and became a Home-Rule municipality with a Council-Manager form of government in 2006. We have a General Fund of approximately \$7.2 million, and 88 full-time employees. There is one Enterprise Fund for solid waste collections (water and wastewater services are provided by a Special Utility District); No Civil Service; and No Collective Bargaining.

Responsibilities

The Police Chief provides administrative direction for the Police Department functions, operations, and personnel through supervision of subordinate staff and review of their activities. Responsibilities include formulating policies and regulations governing activities, and preparing or directing the preparation of proposals concerning department activities for consideration by the City Manager.

Work involves the selection, training, assignment, and discipline of all departmental personnel. Administrative duties include: directing the preparation of annual budget estimates and controlling the expenditures of departmental appropriations; developing short- and long-range plans and objectives to improve department services; directing the development of in-service training programs to increase department efficiency and prepare employees for advancement; resolving citizen complaints which cannot be handled by division managers; and coordinating department activities with those of other City departments and law enforcement agencies.

The incumbent serves as the primary City authority on matters pertaining to department programs and law enforcement, and speaks before public groups on the plans, programs and goals of the Police Department.

Essential Duties (include but are not limited to the following)

1. Plans, coordinates, supervises, and evaluates police department operations;
2. Develops policies and procedures for the Department mandated by law, to ensure efficient operations of the department, and to implement directives from the City Council or City Manager;
3. Plans and implements a law enforcement program for the City in order to better carry out the policies and goals of City Management and Council;
4. Reviews department performance and effectiveness, formulate programs or policies to alleviate deficiencies;
5. Coordinates the information gathered and work accomplished by various officers;
6. Assigns officers to special investigations as the needs arise for their specific skills;
7. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment;
8. Reviews evidence, witnesses, and suspects in criminal cases to correlate all aspects, and to assess for trends, similarities, or for associations with other cases;
9. Supervises and coordinates the preparation and presentation of an annual budget for the Department;
10. Directs the implementation of the department's budget;
11. Plans for and reviews specifications for new or replaced equipment;
12. Directs the development and maintenance of systems, records, and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations;
13. Coordinates and supervises the training, assignment, and development of subordinate police officers;
14. Handle grievances, maintain departmental discipline, and maintain the conduct and general behavior of assigned personnel;
15. Prepares and submits periodic reports to the City Manager upon request, regarding the department's activities, and prepare a variety of other reports as appropriate;
16. Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the department's activities;
17. Attends or designates personnel to attend conferences and meetings to keep abreast of current trends in the field;
18. Represents the City Police Department in a variety of local, county, state and other meetings;
19. Cooperates with County, State and Federal law enforcement agencies as appropriate where activities of the police department are involved;
20. Coordinates activities with supervisors and other City departments, exchange information with officers in other law enforcement agencies, the District Attorney's Office, Circuit Court, and other government agencies.
21. Obtains advice from the City Attorney and Court Administrator regarding cases, policies and procedures;

22. Ensures that laws and ordinances are enforced, and that public peace and safety is maintained;
23. Directs investigation of major crime scenes;
24. Performs the duties of subordinate personnel as needed;
25. Analyzes and recommends improvements to equipment and facilities, as needed; and
26. Participates in various committees.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change.

Minimum Qualifications

High school diploma or GED equivalent; Bachelor's degree in police science, criminal justice, public administration or any other related field from an accredited college or university is preferred; a minimum of ten (10) years' experience in police work, three (3) years of which must have been equivalent to sergeant or higher; experience working with the public and media preferred.

Employment Benefits

This is a position offers a competitive salary with full benefits such as vacation, sick, and retirement. The City offers health insurance and participates in the Texas Municipal Retirement System (TMRS) with a 5% employee contribution and a 1:1 matching city contribution with five-year vesting.

Travel

Travel is primarily locally during the business day, although some out of area travel and overnight may be expected.

Application Process

Send Employment Application and Resume:

City of Palmview
Human Resources Office
400 West Veterans Blvd.
Palmview, Texas 78572

Or email: jobs@cityofpalmview.us.

For more information call us at: 956.432.0300. The City of Palmview is an Affirmative Action/Equal Opportunity Employer.

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