



**Draft Date: August 24, 2021**

**Organization:** City of Barre, Vermont, USA

**Position Title:** Police Chief

**Department:** Public Safety -Police

**Supervisor:** City Manager

## Summary/Objective

The Police Chief plans, coordinates, and directs the activities of the Police Department, manages resources and establishes departmental goals and objectives while delivering efficient and effective public safety services to the community. The Police Chief oversees the administration and operations of the Police Department comprised of the Patrol, Investigations, Dispatch, Parking Enforcement and Support Services Divisions.

The Police Chief is a department head level position and key member of the Executive Team, who reports directly to the City Manager. The position is a full-time exempt position which requires frequently working and attending meetings outside of regular business hours including weekends and evenings. The position routinely handles highly sensitive and/or confidential information and requires the ability to make difficult decisions under periods of extreme stress. This position is a highly visible position that collaborates regularly with City staff, elected officials, committee members, partnering agencies, and the community at large.

## Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Plans, develops, directs, coordinates, controls and staffs the Barre City police services and directs through subordinate personnel all police activities for effective and efficient operation in the protection of life and property, preservation of peace and order, prevention, suppression and investigation of crime, arrest and prosecution of offenders, recovery and return of stolen property, and regulation of traffic.
2. Formulates and implements mission, philosophy, strategies, tactics, policies, procedures and methods of operation as needed to improve services or respond to changing circumstances.
3. Develop and continually revise department policies as they pertain to the day-to-day operations of the department and ensure that policing best practices are adhered as they relate to use of force, racial disparity, substance abuse, mental health, and officer safety.

4. Directs and controls departmental personnel activities, including recruitment, selection, assignment, promotion, discipline, grievances, commendations and complaints within the requirements of the law, rules and regulations, collective bargaining agreements and City policies and procedures.
5. Participates in the preparation of the City's annual budget and administers the budget. Applies for grants and other alternative funding where appropriate. Ensures grants are administered in accordance with established guidelines for expenditures and reporting.
6. Responsible for the safety of all staff and ensuring that the staff is properly trained and following best work practices.
7. Analyzes reports and observes operations, conditions, facilities, equipment and technology to evaluate the effectiveness and efficiency of police services.
8. Confers with staff and others in regard to police functions, services and operations.
9. Participates with the City Manager in labor negotiations.
10. Directs and controls departmental training activities, ensuring that all members of the department receive initial basic training upon appointment and continued in-service training and continuing education to meet departmental and professional standards.
11. Obtains authority from the City Manager as required to enter into contracts or expend City funds. Approves expenditures in accordance with City policy. Reviews all bills and invoices for correctness before forwarding them to the Finance Department for payment.
12. Ensures that all property coming into the possession of the Police Department is safely kept, properly disposed of, and accurately recorded.
13. Keeps the City Council informed, through the City Manager, of events, activities or circumstances that may affect public or official relations.
14. Attends regular and special meetings of the City Council and meets with the City.
15. Represents the Police Department in relationships with other governmental agencies. Serves on boards or committees of governmental or professional organizations with regard to crime prevention, law enforcement and public safety.
16. Attends civic or other functions and communicates with the media to promote the safety of the community and the public relations of the department.
17. Performs other duties as assigned by the City Manager, and required by law.

## Necessary Knowledge, Skills and Abilities

1. Bachelor's degree from an accredited college or university with major course work in criminal justice, Law Enforcement, police science, behavioral science, business or public administration, or a closely related field is preferred but this can be substituted by work experience.
2. Fifteen years of increasingly responsible law enforcement experience including five years of management and supervisory responsibility in a department of similar size or larger, and extensive knowledge of the principles, practices and technical aspects of modern law enforcement and management.
3. Demonstrated experience in modern policing practices, community outreach and inclusion.
4. Must hold or be able to obtain Vermont Criminal Justice Training Council certification as a full time level III certified law enforcement officer.
5. Leadership training such as the FBI National Academy, Northwestern University of Police Staff and Command or similar program highly preferred.
6. Methods and techniques of public relations. Pertinent federal, state, and local laws, codes, and regulations. Principles and practices of municipal organization, administration and personnel

management. Principles and practices of municipal budget preparation and administration. Principles of supervision, training and performance evaluation.

7. Must be able to interact with public, be flexible, able to multi-task, have good oral and written communications skills, and ability to work independently.
8. Strong analytical skills with the ability to analyze complex issues and make sound recommendations.
9. Ability to learn new software related to the position as well as make recommendations for new software or processes related to the operation of the Police department.
10. High levels of active listening, critical thinking, learning, coordination, instructing, service orientation, installation, time management, and organization.
11. Moderate levels of mathematics including a working knowledge of arithmetic principles and their application in measurements and budgeting.
12. Positive attitude, strong work ethic, ability to work under pressure, and be a fast learner
13. Ability to interact effectively with youth and adults from diverse social and economic backgrounds.
14. Ability to work as a contributing member of a work team or environment.
15. Ability to develop and maintain collaborative working relationships with all levels of staff, management, elected officials, outside law enforcement agencies and general public while maintaining a high level of social awareness for professional engagement.

## **Competencies**

1. Basic computer skills with ability to using Microsoft programs to include: Excel, Word, Outlook and Power Point.
2. Must pass a department/city background investigation.
3. May be required to take and pass a pre-employment polygraph.
4. General accounting skills for budgeting and project management
5. Ability to interact with the public with understanding and empathy

## **Supervisory Responsibility**

The Police Chief shall have supervisory authority and responsibility for the Police Department and all of its divisions. Responsible for policies and procedures, job orientation, transfer, promotions, and disciplinary actions as required according to rules as set forth in the union contracts and city personnel policies and procedures.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### PHYSICAL ACTIVITY REQUIREMENTS

- This job requires the ability to stand for extended periods of time.
- This job requires the ability to see, whether naturally or with vision correction tools (glasses, contacts).
- This job requires the ability to hear, whether naturally or with hearing correction tools (hearing aid) in order to communicate with co-worker/supervisors/ or residents.
- Must have the ability to be on one's feet regularly and use hands, arms, and legs repeatedly on the job.
- Specific vision abilities required by this job include: close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- The noise level in the work environment is sometimes loud.

Primary Physical Requirements		Other Physical Requirements	
<b>Lift up to 10 lbs.:</b>	Performed regularly	<b>Twisting:</b>	Occasionally performed
<b>Lift 11 to 25 lbs.:</b>	Performed frequently	<b>Bending:</b>	Performed frequently
<b>Lift 26 to 50 lbs.:</b>	Performed frequently	<b>Crawling:</b>	Occasionally performed
<b>Lift over 50 lbs.:</b>	Performed rarely	<b>Squatting:</b>	Occasionally performed
		<b>Kneeling:</b>	Occasionally performed
<b>Carry up to 10 lbs.:</b>	Performed frequently	<b>Crouching:</b>	NA
<b>Carry 11 to 25 lbs.:</b>	Performed frequently	<b>Climbing:</b>	Occasionally performed
<b>Carry 25 to 50 lbs.:</b>	Performed frequently	<b>Balancing:</b>	Occasionally performed
<b>Carry over 50 lbs.:</b>	Performed rarely	<b>Work Surfaces</b>	
<b>Reach above shoulder height:</b>	Occasionally performed		
<b>Reach at shoulder height:</b>	Performed frequently	<b>In Avg. 8 hour Day Employee is Required to:</b>	
<b>Reach below shoulder height:</b>	Performed frequently	<b>Sit</b>	
		<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Push/Pull:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Hand Manipulation</b>		<b>Stand</b>	
<b>Grasping:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
<b>Handling:</b>	Performed frequently	<b>Total Hrs.</b>	1 2 3 4 5 6 7 8
<b>Torquing:</b>	Occasionally performed	<b>Walk</b>	
<b>Fingering:</b>	Performed frequently	<b>Consecutive Hrs.</b>	1 2 3 4 5 6 7 8
		<b>Total Hrs.</b>	1 2 3 4 5 6 7 8

### Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise and/or perform department activities in responding to emergency scenes, disasters, or critical incidents; the employee occasionally works near moving mechanical parts; occasionally exposed to outside weather conditions and wet and/or humid conditions; occasionally works in high, precarious places; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate but may occasionally be very loud due to sirens, etc.; occasionally wear protective apparel including goggles, face protector, aprons, safety shoes incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to emergency call out at any time.
2. Must be able to work in adverse climatic conditions.
3. The noise level in the work environment is usually moderate.
4. Must be able to working in high stress environment.

### **Position Type/Expected Hours of Work**

This position is classified as exempt full-time. Standard days and hours of work are Monday through Friday, 7:30 a.m. to 4:30 p.m. However, the position requires the ability to work during nonstandard hours when the need arises.

### **Travel**

Local travel may be required between facilities for meetings, trainings or working with our community partners

### **Additional Eligibility Qualifications**

None required for this position.

### **Work Authorization/Security Clearance (if applicable)**

Must be authorized to legally work in the United States

Must be able to get to and from work on a consistent basis

### **AAP/EEO Statement**

City of Barre provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, City of Barre complies with applicable state and local laws governing nondiscrimination in employment in every location in which the City has facilities. This

policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

City of Barre expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Barre's employees to perform their job duties may result in discipline up to and including discharge.

### **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 at any time with or without notice.