

EMPLOYMENT OPPORTUNITY

CHIEF OF POLICE
VILLAGE OF SHELBY





CHIEF OF POLICE—VILLAGE OF SHELBY

The Village of Shelby is currently seeking a qualified, community-oriented candidate to fill the Chief of Police position vacancies. The Village of Shelby is a small rural community of roughly 2,256 people with its roots in agriculture and related commerce positioned approximately eight miles from the eastern shore of Lake Michigan, in Oceana County. Shelby is surrounded by stunning scenery—sweeping dunes, beautiful Lake Michigan, sundry of inland lakes, orchards and plenty of fruit trees dotting the landscape.

Supervised By: Village Administrator and Village Council
Supervises: Employees of the Police Department
FLSA: Exempt

Position Summary:

Under the direction of the Village Administrator, plans, coordinates, develops and directs a complete program of police services to ensure the continuous enforcement of all laws and ordinances, and to protect the lives and property of the public and preserve peace within the Village. Establishes and administers departmental policies, procedures and regulations pertaining to police activities, department personnel and overall departmental administration.

Essential Duties and Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes and directs the twenty-four hour per-day functions, activities and operations of the Police Department.
2. Supervises departmental personnel. Trains, schedules, monitors and evaluates employees according to established procedures. Hires, promotes and disciplines departmental employees subject to approval by the Village Administrator.
3. Develops, reviews and revises long-term plans to improve public safety operations, law enforcement and crime prevention efforts. Recommends and implements policies, rules and procedures. Advises and assists the Village Administrator and Village Council regarding law enforcement and crime prevention issues.
4. Receives and investigates complaints regarding Department policy, procedures and employees.

5. Prepares and presents annual budget requests, administers Police Department budget, and ensures that the authorized budgetary and purchasing procedures are properly used. Researches, writes and administers grants. Monitors all funds received from grants, the sale of permits, reports, other service fees and all funds granted to the Department as a result of a seizure-related judgment.
6. Oversees the purchase, maintenance and allocation of police equipment, vehicles and supplies. Develops specifications and administers the purchasing process according to established procedures.
7. Performs all duties of a Police Officer. Patrols streets, responds to calls for service, issues tickets, warrants, and other citations, and directs and participates in investigations. Enforces all applicable laws and ordinances. Works varied shifts if needed.
8. Plans, directs, monitors and schedules professional training for departmental employees.
9. Compiles and maintains a variety of departmental records including employee training, criminal activity, requests for service and other related information. Compiles statistics, and prepares reports to conform to a variety of internal and external reporting requirements.
10. Investigates applicants for new liquor licenses and for the renewal of existing liquor licenses. Conducts periodic inspections of licensed liquor-vending establishments to ensure compliance with existing laws and regulations.
11. Performs duties of Traffic Engineer as specified in the Uniform Traffic Code for Cities, Townships, and Villages of Michigan.
12. Serves as departmental spokesperson. Maintains cooperative relations with peer agencies, neighborhood and community groups, and other civic units. Participates in and represents the Village at meetings, seminars and lectures related to law enforcement. Prepares monthly police activity updates for the Village Administrator.
13. Coordinates departmental activities with outside agencies and authorities as necessary. Establishes and administers mutual aid compacts, equipment sharing, and contingency plans with other jurisdictions.
14. Keeps abreast of modern policing methods, new administrative techniques and current issues through continued education and professional growth. Reviews and evaluates pending legislation and statutes. Attends conferences, workshops, and seminars as appropriate.
15. Performs related work as required.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's Degree in criminal justice, public administration or a related field. Master's Degree preferred.
- Ten or more years of progressively responsible experience in law enforcement field, including at least five years of experience as a command officer.
- Bilingual preferred; at a minimum, the ability to understand and to make one's self understood to all Spanish speaking individuals.
- Michigan Commission on Law Enforcement Standards (MCOLES) certification as a Police Officer.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the principles, practices and techniques of modern police science.
- Thorough knowledge of public management techniques involved in budgeting, personnel administration, labor relations and community outreach.
- Considerable knowledge of State and Federal laws, local ordinances and the limitations on police authority to effectively advise subordinates and meet public safety needs.
- Skill in the use of Department vehicles and equipment, including emergency vehicles, firearms, audio and visual surveillance equipment and radar.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Ability to compile and evaluate complex data and formulating policy and service recommendations.
- Skill in the use of standard office equipment, including computers and related software.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate records and prepare comprehensive reports.
- Ability to maintain discipline, lead and command employees effectively under emergency conditions, and work effectively under stress and within deadlines and changing work priorities.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, victims, detainees, other law enforcement professionals, the media and Village officials, administrators and employees.
- Ability to work shifts of varying lengths and different times of the day, including weekends and holidays, as necessary.
- Ability to respond to emergencies and attend meetings at any hour.

Physical Demands and Work Environment:

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

While performing the duties of this job, the employee's environment can range from an office setting to highly dangerous law enforcement situations. Physical demands, therefore, range from sitting in an office or vehicle to the significant physical exertion associated with apprehending suspected criminals. The employee is regularly required to communicate with others in person and on the telephone or radio and be mobile in an office setting. The employee is frequently required to use sight and manual dexterity to review and produce written and electronic records and is regularly required to travel to other locations.

While performing the duties of this job, the employee may be exposed to adverse weather conditions, extreme heat, high, precarious places, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, explosives and other dangerous situations. The noise level in the work environment can range from quiet to very loud.

Compensation:

The Village of Shelby will offer a competitive compensation and benefit package, which will include a starting salary within the range of \$53,000 to \$57,000 depending on qualification and experience.

To Apply:

Qualified candidates should submit their resume, cover letter, and three professional references to:

Email:

administrator@shelbyvillage.com

Subject Line: Chief of Police

Mail:

Village of Shelby, 218 N. Michigan Ave., Shelby, MI 49455

Attn: Village Administrator

Applications will be received until Friday, August 28, 2020 or until filled.