

CITY OF KALISPELL
AN EQUAL OPPORTUNITY EMPLOYER
JOB DESCRIPTION

Position: **Police Chief**
Dept: Police Department
Salary: \$83,926 - \$107,432 DOQ
Union: non-union
Benefits: 100% paid health insurance for employee & reduced rates for dependents, State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays.
FLSA: Exempt
Date: January 8, 2018

A. GENERAL PURPOSE:

Under administrative direction; plans, organizes, coordinates, directs and manages the city's comprehensive police department and law enforcement program, including patrol, traffic enforcement, investigation, animal control and administrative support services; provides professional assistance to city management staff in areas of expertise and coordinates assigned activities with other City departments and outside agencies as needed; fosters cooperative working relationships with citizen groups and other agencies on police matters.

B. SUPERVISION RECEIVED:

Works under the general direction and guidance of the City Manager.

C. SUPERVISION EXERCISED:

Exercises supervision over all police department staff directly or through subordinate supervisors.

D. ESSENTIAL DUTIES AND RESPONSIBILITIES (90%):

Note: *It is expected that every employee should be on time, fully prepared, every day that the employee is scheduled to work. We expect every employee to strive for perfect attendance.*

The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- a. Exhibits behavior consistent with the mission, vision and values of the City of Kalispell.
- b. Plans, coordinates, supervises and evaluates police department operations.
- c. Develops policies and procedures for the Department in order to implement directives from the City Manager.
- d. 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.
- e. Reviews Department performance and effectiveness, formulates programs or policies to alleviate deficiencies and improve employee performance, morale and work methods.
- f. Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- g. Assures that personnel are assigned to shifts or working units which provide optimum effectiveness in terms of current situations and circumstances governing deployment.

- h. Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- i. Supervises and coordinates the preparation and presentation of an annual budget for the Department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment.
- j. Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control and documentation of police department operations.
- k. Trains, develops and/or recommends training of Department personnel in the pursuit of improving the efficiency, integrity of the department, consistent with the City's mission, vision, and values.
- l. Is proactive in performing and improving his/her own work and suggests and participates in projects and activities to improve the function of the entire organization.
- m. Handles grievances, maintains Departmental discipline and the conduct and general behavior of assigned personnel.
- n. Prepares and submits periodic reports to the City Manager regarding the Department's activities, and prepares a variety of other reports as appropriate.
- o. 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.
- p. Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved.
- q. Ensures that laws and ordinances are enforced and that the public peace and safety is maintained.

E. PERIPHERAL DUTIES (10%):

- a. Participates in various committees and attends both internal and external meetings as needed, including attending City Council Meetings to serve as Sergeant-at-Arms.
- b. Regularly updates knowledge by reading and studying journals, studying periodicals in the area of expertise, meeting with others in the field, and/or attending specialized training courses/seminars.
- c. Other duties as assigned.

F. MINIMUM QUALIFICATIONS: (Education and Experience):

- a. Graduation from a college or university with an Bachelor's degree in police science, law enforcement, criminal justice, public administration or a closely related field, and
- b. Seven (7) years of experience in police work, five (5) years of which must have been equivalent to police sergeant or higher.
- c. Completion of the basic law enforcement training academy or equivalent, or;
- d. Equivalent combination of education and experience.
- e. Additional consideration may be given for Police Officer Standard and Training Certification obtained by candidate.

G. KNOWLEDGE, SKILLS & ABILITIES (KSA's):

- a. Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment;

- b. Thorough knowledge of applicable laws, ordinances, and department rules and regulations;
- c. Excellent organizational and multi-tasking skills;
- d. Excellent public relations, public speaking, and negotiating skills, including dealing with news media and citizen's groups;
- e. Skilled in the use of the tools and equipment used in law enforcement, including personal computers and various application programs;
- f. Skilled in dealing with the public, news media and citizens groups.
- g. Skilled in administration of employer/employee relations.
- h. Ability to train and supervise subordinate personnel;
- i. Ability to perform work requiring good physical condition;
- j. Ability to supervise, guide, direct, and motivate employees and volunteers;
- k. Ability to maintain confidential information.
- l. Ability to communicate effectively orally and in writing;
- m. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors; other departments, outside agencies, and the public.
- n. Ability to exercise sound judgment in evaluating situations and in making decisions;
- o. Ability to give verbal and written instructions; Ability to meet the special requirements listed below.
- p. Ability to maintain the ethics and integrity of the Police Department and its operations;
- q. Ability to manage conflict and stressful or crisis-oriented circumstances.

H. SPECIAL REQUIREMENTS:

- a. Must possess, or be able to obtain by time of hire, a valid Montana State Driver's License without record of suspension or revocation in any state;
- b. Basic law enforcement training certification or equivalent.

I. TOOLS AND EQUIPMENT USED:

Police car, police radio, radar gun, handgun and other weapons as required, side-handle baton, handcuffs, breathalyzer, pager, first aid equipment, personal computer including word processing software.

J. PHYSICAL AND MENTAL DEMANDS:

- a. 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.
- b. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or operate objects, controls, or tools listed above; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.
- c. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision,

depth perception, and the ability to adjust focus.

K. WORK ENVIRONMENT:

- a. 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.
- b. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and vibration.
- c. The noise level in the work environment is usually quiet, but can be extreme at times.

L. SELECTION GUIDELINES

- a. Formal application, rating of education and experience; oral interviews and reference/background checks; other job related tests may be required.
- b. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.
- d. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

POSTED: January 8, 2018
CLOSES: January 31, 2018

NOTICE!

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

A CITY APPLICATION MAY BE OBTAINED FROM:

- THE HUMAN RESOURCES DEPARTMENT WITH THE CITY OF KALISPELL, 201 1ST AVENUE EAST, KALISPELL, MONTANA, OR
- THE KALISPELL JOB SERVICE, 427 1ST AVENUE EAST, KALISPELL, MONTANA. PHONE (406)758-6200 OR
- ONLINE AT THE CITY OF KALISPELL’S WEBSITE AT: WWW.KALISPELL.COM .

Approval: _____ Date: _____
Department Head/Supervisor

Approved: _____ Date: _____
Human Resources Director

Approval: _____ Date: _____

City Manager/Hiring Authority