

The City of St. Marys, Georgia is accepting applications from well qualified individuals for the position of Chief of Police. The Salary range is \$64,358- \$91,388 annually, DOQ.

The City of St. Marys offers picturesque streets lined with centuries old live-oaks draped in Spanish moss and the restorative beauty of pristine waterways and marshes. Quaint shops, charming restaurants, and comfortable hotels and bed & breakfasts await you in this very captivating community. The coastal town of over 18,000 people, was founded in 1787 but is the second-oldest continuously occupied settlement in the United States.

St. Marys is ideally located for excellent fishing excursions, golfing, boating, hunting and every outdoor recreational activity imaginable. Within a 30-minute drive, you can access NFL football, professional baseball, breathtaking beaches, Caribbean cruise departure points, a world class zoo, performing arts center, and dozens of museums, galleries, and cultural sites. The St. Marys Police Department includes 30 sworn personnel and 4 civilian personnel, with the current annual budget of \$2,751,748.

Applicants should be law enforcement professionals with a Bachelor's degree from an accredited four-year college or university and ten or more years of progressively responsible related managerial experience. A Master's degree is preferred. Advanced management training from the FBI National Academy is desired. Applicants must be Georgia Police Officer Standards and Training (POST) certified.

Qualified candidates should submit a completed application, resume, six professional references and a letter of interest to City of St. Marys Human Resources Department, 418 Osborne Street, St. Marys, GA 31558. Finalists will be subject to an extensive and thorough background check. The City of St. Marys is an Equal Opportunity Employer.

Job Posting Expiration: 2019/05/24

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: CHIEF OF POLICE
DEPARTMENT: POLICE
REPORTS TO: CITY MANAGER

CLASS CODE: 1049
FLSA STATUS: E
DATE: 004/19

JOB SUMMARY:

Appointed by City Council, department director responsible for directing all staff and department functions, including long and short range planning, budget development, mission, vision and value statements development and project/program management. Department is responsible for providing law enforcement functions to protect life and property, prevent the commission of crimes, provide community services, departmental outcome and preserve peace.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Represent City in meetings and with other agencies.

Carries out managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training staff; planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems; and ensuring the proper allocation of staff and resources.

Manages department staff members which are responsible for performing public safety functions including, but not limited to: enforcing various laws; investigating crimes against people and property; developing and presenting crime prevention and safety programs; and other related functions and programs.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development.

Serves as a liaison and/or member of various committees/teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Manages the preparation of the department budget, including analyzing needs and resources and monitoring budget activity.

Plans long-range goals, objectives, organizational structure, and overall direction for the department.

Plans and implements short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.

Develops and implements methods of collaboration with outside agencies and other City departments.

Interprets, develops, communicates, updates and monitors ordinances, policies, procedures, and standards for the department; recommends improvement when necessary; and writes/revises same.

Conducts criminal risk and civil liability assessments.

Follows up on inquiries from various agencies, groups, media, etc., regarding department programs and services; makes presentations to groups, and participates in radio, newspaper and television interviews.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

Prepares complex, routine and non-routine reports as requested; receives, sorts, analyzes and summarizes material for the preparation of reports; prepares work reports; and relays and interprets administrative decisions, policies and instructions. Interacts with a variety of high level individuals, both internally and within the community, county, state and nation to provide information, disseminate departmental information, promote community awareness of department functions, make presentations and assist in resolving administrative issues.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Police Vehicle	General Office Equipment	Firearms	Computers
Communications Equipment	Lifesaving Equipment	Audiovisual Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in related field (Master's degree is preferred); and,

Ten or more years of progressively responsible related supervisory experience; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid Driver's License

POST Certification - Basic, Police Chief and Executive (Police) GA or ability to obtain GA POST certifications in a reasonable time period.

Advanced management training from the FBI National Academy is desired.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Theories, principles and practices of police administration and law enforcement.

Internal departmental policies and procedures.

Applicable state, federal and local ordinances, laws, rules and regulations.

Administration of staff and activities.

Governmental budgeting processes and practices.

City street system, hospital locations, and physical layout of the City.

Scientific crime investigations.

General aspects of civil liability.

Human resources management.

All computer applications and hardware related to performance of the essential functions of the job.

Record keeping, report preparation, filing methods and records management techniques.
Safe practices and procedures for performing essential functions of the job.

Standard business arithmetic, including percentages and decimals.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Responding quickly to changing situations.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Communicating orally with internal staff, citizens, City Council, and other departmental staff in order to give and receive information in a competent and courteous manner.

Mental and Physical Abilities:

Ability to read and interpret documents such as safety rules, budgets, operation and maintenance instructions, procedure manuals, and so forth.

Ability to perform complex legal research.

Ability to deal with problems involving several variables in changing situations.

Ability to write reports and correspondence.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; reach with hands and arms; speak and hear; use color, texture, sound, shape, taste and odor perception; and push, pull and/or up to 10 pounds occasionally.

Working Conditions:

Work is performed in an office and/or in the field exposing the employee to various outside atmospheric conditions; conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; and possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, falling from high, exposed places, radiation, explosions and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet, but can be very loud at some locations. Incumbent may encounter violent or non-violent people, suspects or criminals through physical contact and may be harmed in the line of duty.

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.