

## **THE BOROUGH OF YEADON POLICE CHIEF**

Police Chief is responsible for overseeing and ensuring the effective planning, organizing, staffing, directing, coordinating, reporting, and budgeting for all aspects of the police department. Position is primarily focused on directing, managing, coaching, developing, and evaluating other people. Position requires extensive depth of expertise and knowledge of the specialized functions of a 20 person force. Applicant shall be demonstrably able to develop and implement policies and procedures as well as determine efficient and innovative ways to accomplish the Borough's business strategies.

**EXAMPLES OF ESSENTIAL FUNCTIONS:** The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops the vision and mission for the department in addition to department plans for delivering police services;
- Establishes, evaluates, and communicates annual goals and objectives for the police department;
- Communicates with the media on critical police incidents and various other matters of public interests;
- Meets with entities within the Borough government and the community regarding matters that involve public safety or the police department;
- Builds and maintains partnerships with local, state, and federal law enforcement agencies and various other organizations;
- Ensures effective technology solutions by identifying technology needs in the Police Department; stays current on new technology developments; determines strategy for rolling out new technology solutions to the Police Department personnel;

- Coordinates the information gathered and work accomplished by various officers, assigns officers to special investigations as the needs arise for their specific skills.

### **SUPERVISION**

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems;
- Assesses work product and monitors workload, identifies opportunities for improvement and implements changes;
- Selects, trains, motivates, and evaluates personnel;
- Provides or coordinates staff training;
- Works with employees to correct deficiencies; and implements discipline and termination procedures;
- Oversees and participates in the development and administration of departmental budgets;
- Approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary;

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of pertinent federal, state, and local laws, codes, and regulations and the Pennsylvania Crimes Code;
- Knowledge of and ability to use the records management system and other applicable police administration software;
- Knowledge of principles, practices, and techniques of law enforcement management and of police department rules, regulations, policies, and procedures;
- Skill in the use of Microsoft Office products (Word, Outlook, PowerPoint, Excel, and Access);
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals;

- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work;
- Ability to maintain strict confidentiality of sensitive employee and organization information at all times ;
- Ability to correctly interpret and efficiently implement all applicable policies and procedures;
- Ability to develop and interpret budgets, contracts, and financial reports;
- Ability to meet and deal with the public with tact and diplomacy;
- Ability to communicate effectively, verbally and in writing;
- Ability to delegate, manage, and supervise effectively

**MINIMUM QUALIFICATIONS:** Bachelor's degree in criminal justice or related field; ten or more years' progressively responsible experience in a police department, including at least three years of supervisory or management experience, or an equivalent combination of education, certification, training, and/or experience. Must maintain Municipal Police Officers' Education and Training Commission (MPOETC) police certification in Pennsylvania. Must have attended command level schools such as FBI National Academy or Northwestern University's School of Police Staff and Command. Must maintain proficiency and certifications required of uniformed police officers as per department policy. Must have JNET Criminal History certification. Must possess a valid Pennsylvania driver's license.

**PHYSICAL REQUIREMENTS:** Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of standing. Tasks may involve extended periods of time at a keyboard or work station.

**ENVIRONMENTAL REQUIREMENTS:** Tasks are regularly performed inside and/or outside with potential for exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

**SENSORY REQUIREMENTS:** Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Tasks require sound and visual perception and discrimination. Tasks require oral communications ability.

This Recruitment is “Open Until Filled.” The first review of applications will be April 10, 2017. The application materials will be evaluated and screened with a select number of candidates invited to participate in the next phase of the selection process. PHASE TWO will commence in late April/Early May and will be a two (2) day process.

Inquiries can be directed to [cgibbs@greenlegalteam.com](mailto:cgibbs@greenlegalteam.com).