



NOTICE OF JOB OPENING POLICE CHIEF

Posting Date: January 11, 2021
Department: Police
Reports to: City Manager
Salary Range: Grade E12 (Entry \$43.37 to Step 10 \$58.11)
Position Type: Full-Time Exempt
How to Apply: Applications available at www.bountifulutah.gov (CITY APPLICATION REQUIRED)
Send to: Human Resources, 260 West 1050 South, Bountiful, Utah 84010
Email: jobs@bountifulutah.gov

Application Deadline: 5:00 P.M., January 21, 2021

Definition:

As chief law enforcement official, performs professional, administrative, and managerial duties related to planning, organizing, directing, and controlling the enforcement of federal, state, and local laws as needed to preserve the peace and protect citizen rights and property. The Bountiful Police Chief serves as department head for the police department including patrol, dispatch, records, and other related divisions.

Essential Job Functions:

Researches, writes, establishes, and evaluates department policies and procedures to implement executive and legislative directives; develops organizational structures including lines of authority, responsibility and communication in order to carry out the policies and goals for city law enforcement; revises organizational structure as required.

Serves as community liaison to communicate and promote the general welfare and safety of the community; interacts with community and business leaders, elected officials, state and local law enforcement agencies, federal agencies and news media as needed to cooperate in the solving of mutual concerns and problems.

Directs the preparation and administration of departmental budgets; presents budget proposals to city management; monitors compliance with established fiscal guidelines and limitations; oversees the development of specifications for the acquisition of department equipment; reviews and approves all purchases; verifies costs incurred by the department; insures payrolls are submitted promptly and accurately.

Oversees personnel functions of the department; establishes policies for hiring and firing; hires, fires, promotes, demotes, transfers, evaluates and otherwise disciplines department personnel; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; evaluates and assures delivery of necessary training needed by the department.

Directs and conducts departmental strategic planning; researches law enforcement programs and practices and implements strategies in order to better carry out policies and goals; conducts program evaluations and formulates action to upgrade a departmental efficiency and capability as needed.

Ensures compliance with regulatory requirements; oversees the prepares a variety of reports as appropriate; assists in developing and making recommendations for traffic planning and for installation of traffic control devices.

Attends and participates in various State, local, task force, interagency, and other meetings to maintain an effective networking system and provide coordination within the law enforcement agencies and other departments; coordinates and conducts departmental meetings; attends conferences and meetings to keep abreast of current trends in law enforcement.

Participates in, directs, and coordinates high risk, hazardous and emergency actions related to tactical operations, narcotics, gang activity, criminal investigations, traffic enforcement, and other enforcement activities as required; supervises and monitors the maintenance of police record keeping system; monitors reports. Performs related duties as required.

Education and Experience:

Graduation from a college or university with a bachelor's degree in police science, law enforcement, criminology, public administration, or a closely related field. A master's degree is preferred. Ten (10) years of increasing supervisory responsibility, with at least 5 years as lieutenant or higher; must be P.O.S.T. certified or an equivalent combination of education and experience.

Physical Requirements:

Ability to sit frequently to drive a motor vehicle; ability to read, understand, remember, and implement state laws and procedures in performance of his duties; ability to physically subdue persons resisting arrest with the force allowed by law; ability to proficiently utilize and operate department equipment as assigned; must successfully pass the department's physical fitness criteria.

Required Licenses:

Must maintain a valid Utah Driver's License and other job-related certifications as required.