



## CITY OF WHITESBURG JOB VACANCY

<b>POSITION:</b>	<b>CHIEF OF POLICE</b>
<b>DEPARTMENT:</b>	<b>POLICE DEPARTMENT</b>
<b>REPORTS TO:</b>	<b>MAYOR AND CITY COUNCIL</b>

### DESCRIPTION

#### Summary of Position:

Chief of Police in the supervisory and administrative work in planning, organizing, and directing the work of the Police Department. An employee in this position maintains the efficient operation of the Police Department, assures that law and order are maintained, oversees the enforcement of laws and ordinances, and implements measures to prevent crime and to protect lives and property. This employee will represent the Department and exercise supervision over the work of all subordinate police department personnel.

#### Benefits Package:

This position is a full-time position and is eligible for standard benefits such as health/life insurance, dental and vision insurance, short-term disability, and Georgia Municipal Employee Benefit System (GMEBS) retirement plan. The City offers paid vacation, sick leave, and 12 paid holidays.

#### Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of a specific statement from the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be assigned.

- Planning, organizing, and directing of the activities and personnel of the Police Department participating in the development and monitoring of departmental operations, procedures, and goals.
- Advises and assists subordinates in complex criminal or other investigation and enforcement duties.
- Police Chief is responsible for the department's accomplishments, activities, and needs.
- Responsible for matters of policy, training of officers, selection of equipment and technology systems, and personnel assignments.
- Formulates work methods and practices to be followed by the department according to best practices and industry standards.
- Communicates with other City personnel and outside organizations regarding crime prevention and law enforcement administration and resolves sensitive issues and public concerns,
- Cooperates with county, state, and federal officers in the apprehension and detention of wanted persons and other matters related to the Police Department.
- Attends civic, community, and professional meetings to explain and promote the activities and functions of the department, as needed.
- Prepares for and attends court as necessary.
- Responsible for preparing the annual budget recommendations for the Police Department.
- Exercises discretion in the performance of the work and regularly uses independent judgment.
- Performs other related duties as required.

**Desired Skills and Qualifications:**

- Skilled in use of a computer, the evaluation of personnel, and oral and written communication
- Ability to plan, organize, and direct a comprehensive program of law enforcement services; to analyze and make management decisions; to maintain complex records, and to prepare reports utilizing these records; to supervise, plan, establish, assign, and coordinate priorities
- Must be able to accurately forecast future conditions of the department; to exercise good judgment in evaluating situations and in making decisions
- Must be able to work effectively with elected officials and professional staff members in City government
- Thorough knowledge of federal, state, and local law and legal procedure
- Thorough knowledge of departmental rules and regulations
- Thorough knowledge of law enforcement methods, procedures, and techniques and to apply such knowledge to specific situations
- Thorough knowledge of the methods and practices of the administration and management of a modern police department
- Thorough knowledge of the geography of the City and location of important buildings and areas
- Ability to plan, direct, and coordinate the work of subordinate employees
- Ability to deal courteously and fairly with the public
- Ability to analyze situations and to take a quick, effective, and reasonable course of action, giving due regard to surrounding hazards and circumstances of each situation
- Ability to write clear and comprehensive reports
- Ability to make effective oral presentations
- Ability to react quickly and calmly under emergency conditions
- Ability to understand, analyze, and interpret a wide variety of complex written information
- Ability to establish and maintain effective working relationships with other employees and other agencies and the public
- Must be able to function effectively in a work environment in which the employee is exposed to significant public scrutiny and be able to adequately and effectively address public questions and concerns as well as interact with members of the community
- 10 years' experience in law enforcement of which 5 years was in a supervisory or management role; or the equivalent combination of education and experience is acceptable
- Must have a basic Georgia Peace Officer Standards and Training (P.O.S.T.) Law Enforcement certification or the ability to obtain certification within 6 months of employment
- Must be a citizen of the United States
- Must have no record of any felony convictions
- Must possess and maintain a valid Georgia driver's license (Class C) and a satisfactory MVR

Georgia law 92A-2108, as amended, required that any person employed in any of the police service classifications: (a) be at least 18 years old; (b) be a citizen of the United States; (c) have a high school diploma or its recognized equivalent; (d) not have been convicted, by any state or by the federal government, of any crime, the punishment for which could have been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient misdemeanors to establish a pattern of disregard for the law; (e) be fingerprinted and a search made of local, state, and national fingerprint files to disclose any criminal record; (f) possess good moral character as determined by investigation under procedures established pursuant to the Act; (g) have an oral interview with the hiring authority or his representative(s) to determine such things as applicant's appearance,

background, and ability to communicate; and (h) be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his exercising the powers or duties of a peace officer.

**Mental and Physical Requirements:**

- Ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-50 pounds)
- Ability to communicate orally and to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals
- Performance of essential functions may require exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, smoke, temperature, and extreme noises, hazardous materials, fire, unsafe structures, heights, confined spaces, machinery, vibrations, electric currents, traffic hazards, bright/dim lights, toxic agents, explosives, water hazards, disease, pathogenic substances, or rude/irate customers
- In compliance with the Americans with Disabilities Act, or other applicable law, the City will provide reasonable accommodations to qualifies individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City

**Educational Requirements:**

The following standards express the minimum background of training and experience DESIRABLE as evidence of an applicant's ability to qualify for positions of this class. Other training or experience, if evaluated as equivalent, may qualify the applicant for the position. Completion of a high school course of study or its recognized equivalent supplemented by formal academic or technical training in police administration, preferably graduation from college with major in criminology or law. AND Extensive experience of a progressively responsible nature in law enforcement and crime prevention work, including supervisory experience.

**Other Requirements:**

- Must be eighteen (18) years of age or older
- Must be able to work various shifts which include working on weekends and holidays
- Ability to pass a pre-employment background investigation, to include but not limited to, a physical examination with drug screening and an oral interview

**At-Will Employment:**

This classification specification 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 position change.

Employment with the City of Whitesburg is at-will in accordance with Georgia law.

**Equal Opportunity:**

The City of Whitesburg is an Equal Opportunity Employer.

**(ADA) MINIMUM PHYSICAL QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB**

**SCHEDULE: To be determined**

**DEADLINE FOR SUBMITTING APPLICATIONS: Position is open until filled**

**STARTING SALARY: Commensurate with experience**

Applicants must pass a **drug-screen, and criminal background check** prior to employment.

Applications are available at City Hall and on the City's website at: [www.whitesburg-ga.com](http://www.whitesburg-ga.com): <https://bit.ly/2UOlsgN>

**Send cover letter, resume, three (3) references, and completed application to:**

City of Whitesburg  
City Clerk's Office  
60 Booster Field Drive  
Whitesburg, GA 30185  
(Email: [sbilbo@whitesburg-ga.com](mailto:sbilbo@whitesburg-ga.com))

**For questions regarding the job duties for this position, please contact the  
Police Chief at: 770-832-1184 or the City Clerk at: 770-834-0848**

**City of Whitesburg is an Equal Opportunity Employer**