

**Employment Opportunity
CITY OF SAN SABA**

DESCRIPTION

Chief of Police

SUMMARY

The City of San Saba, located in Central Texas, is accepting applications for a full-time Chief of Police position. The Chief of Police is the Chief administrative officer of the Police Department and is expected to show the highest level of judgement. The Chief oversees protection of the city's residents, property, and enforces laws and ordinances by supervising and managing the police department. He also plans, coordinates and directs the activities of the Police, Code Enforcement Officer, Animal Control Departments, and reviews and implements department policies.

ESSENTIAL JOB FUNCTIONS

The Essential Job Functions listed below is a partial list of duties. Additional duties and/or responsibilities shall be assigned as job permits, or as needed to perform the daily functions and duties of this position.

- * Communicates clearly and concisely, both orally and in writing;
- * Plans, directs and coordinates Police Department activities including budget, patrol, and investigations;
- * Supervises Police, Code Enforcement, and Animal Control Department employees, including assigning and reviewing work, training, and approving hiring, terminating, and disciplining of employees;
- * Plans, submits for approval and administers Police Department budget;
- * Maintains departmental operations manual and other policies and procedures;
- * Conducts follow-up of citizens' complaints and handles department internal investigations;
- * Assists patrol officers at the scene of a crime when necessary;
- * Coordinates department activities, special events and tasks with City Manager, Mayor, City Council, City departments, and other law enforcement agencies;
- * Replies to correspondence received by the Department;
- * Reviews and approves payroll, overtime, material and cash requisitions and other paperwork;
- * Collects, reviews, and controls all police records regarding criminal offenses, motor vehicle accidents, criminal records, necessary statistical data and other required written, filmed or taped data of police activities when necessary;
- * Prepares for an attends City Council meetings and local civic functions.
- * Performs departmental public relations activities, including speaking to schools, churches, and other civic organizations; and
- * Maintains current knowledge of applicable laws and statutes, pending legislation, and conducts research to address new issues and their impact.

JOB REQUIREMENTS

- * Knowledge of budgetary techniques, municipal police administration and organization; Texas Penal Code, Code of Criminal procedures and Family Code; technical and operating principles, practices and problems of law enforcement and crime prevention activities; departmental rules and regulations; state, federal and local laws; city ordinances and the use and care of vehicles, firearms and specialized equipment.
- * Ability to establish and maintain effective working relationship with other law enforcement agencies, judicial officials, and the general public; analyze situations and adopt a quick, effective and reasonable course of action; supervise and motivate employees and demonstrate proficiency in both oral and written communication.

A. EDUCATION

High School diploma or GED; Graduation from the Police Academy

B. TRAINING AND EXPERIENCE

Ten (10) years law enforcement experience; or equivalent combination of education and experience; must possess a Texas Police Officer License (TCLEOSE); must meet and maintain all regulatory requirements for Texas Police Officer License; must pass a pre-employment drug screening; must possess a State of Texas Driver's License; must provide a Personal History Statement from TCOLE.

C. COMPENSATION

TMRS Retirement; Medical Insurance; and Vacation, Sick Time, and Paid Holidays.

D. SALARY

Commensurate with Experience and qualifications.

For additional information or additional job requirements, please contact Courtney Grady at City Hall at the San Saba Police Department: Phone: (325) 372-6292
Email: police@centex.net
Fax: (325) 372-4574

City of San Saba
303 S. Clear Street
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An Equal Opportunity Employer
Pre-Employment Drug Tests Required