

THE TOWN OF *Batesburg-Leesville*

Job Posting

Police Chief

Overview

The Town of Batesburg-Leesville is seeking highly qualified applicants for the position of Chief of Police. The successful candidate will have exceptional leadership, management and community relations skills and will have the ability to build collaborative relationships with the diverse stakeholder groups within the Town of Batesburg-Leesville.

Job Duties

- Assume full management responsibility for all department services and activities including law enforcement, crime prevention and crime suppression programs; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
- Establish, within Town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Plan, direct and coordinate, through subordinate level staff, the Police department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff and identify and resolve problems.
- Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
- Develop and conduct problem solving and identification training exercises; respond to questions and inquiries.
- Direct and assist with investigation of major crimes, accidents or other unusual incidents.
- Select training, motivate and evaluate assigned personnel; provide or coordinate staff training and career development; work with employees to correct deficiencies, implement discipline and termination procedures.
- Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- Direct and assist with grant writing and administration of grants.
- Explain, justify and defend department programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- Represent the Police Department and maintain a positive working relationship with other departments, elected officials, media and outside agencies.
- Provide staff assistance to the Town Manager; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

- Serve as a resource for law enforcement personnel, Town staff and other organizations; coordinate information, resources, and work teams necessary to support a positive, productive and harmonious work environment.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law enforcement.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

Qualifications

- Bachelors Degree with twelve (12) years of experience in law enforcement, four (4) of that in leadership position, two (2) of that in administration. Must meet all requirements of a certified officer by the South Carolina Criminal Justice Academy.
- Experience with police department budgeting process, both preparing and administration.
- Not required, but preferred, Masters Degree; finished or enrolled, FBI National Academy or similar advance police courses like Command College courses.
- Experience as Public Information Officer of a department and been involved in civic activities, well rounded speaker at public events.
- Involved in planning of public events, police tactical situations, traffic flow and police training for the future.
- Must reside within 15 miles of Batesburg-Leesville or be willing to relocate within 15 miles of Batesburg-Leesville if hired.
- Must have a valid South Carolina Driver's License.

Salary Info: Applicant shall state minimum required salary in cover letter which is submitted along with Resume. Starting salary will be contingent upon education, training, and experience. The Town provides benefits, to include, medical, vision, dental, life insurance, annual leave, paid sick leave, and SC State Retirement.

How to apply

Resume and Cover Letter shall be submitted to the Batesburg-Leesville Human Resources, P.O. Box 2329, Batesburg-Leesville, SC 29070. For more information regarding this position or to submit electronically, please contact Tonya McCormick, Human Resources, at tmccormick@batesburg-leesville.org or at 803-532-4601.

Deadline: March 25th, 5:00 pm

The Town of Batesburg-Leesville is an Equal Opportunity Employer. The Town of Batesburg-Leesville does not discriminate in employment on account of race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, physical or mental disability or any other legally protected status.