



Job Vacancy Announcement

ASSISTANT POLICE CHIEF

JOB SUMMARY:

Assist in directing, planning, and managing all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Position involves organizing and directing the activities of the Police Department's four major divisions of Patrol, Investigations, Management Services and Support Services. The Assistant Police Chief reports to Police Chief and consults with the Mayor and Board of Alderman in determining plans and policies to be observed in police operations. Except for general administrative direction, the incumbent works independently with performance evaluated on results achieved.

ESSENTIAL FUNCTIONS: *Essential responsibilities and duties may include, but not limited to, the following:*

Assist in planning and directing the implementation of the department's short and long range goals, objectives and strategies

Writes reports on departmental activities and supervises others in the preparation of reports to the Police Chief, Mayor and Board of Alderman

Presents budget estimates, controls expenditures of departmental appropriations, and establishes operational standards for the department

Directs and participates in training programs

Directly supervises the activities of the Mayor/Deputy Chief, Detection and Administrative Support

Represents the Police Department in public relations matters

Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE:

Principles, practices, and procedures of police science and police administration, organization, and operation

Municipal finance, budgeting, personnel, and labor relations

Standards by which the quality of police service is evaluated and use of police records and their application to the solution of police problems

Federal, State laws and City of Yazoo Ordinances and general orders

SKILLS AND ABILITIES:

Maintain discipline and respect of employees and to lead and command a sworn and civilian multidisciplinary staff in law enforcement and crime prevention

Perform a broad range of supervisory responsibilities over others

Establish and maintain cooperative working relationships with City officials, employees, other law enforcement agencies, boards, commissions, and the general public

Produce written documents with clearly organized thoughts

Communication with individuals and groups in a face-to-face one-to-one setting or by telephone media

Understand community and social conditions to determine needs

Maintain moral integrity

Work safely without presenting a direct threat to self or others

ADDITIONAL REQUIREMENTS:

STATE OF MISSISSIPPI CERTIFIED LAW ENFORCEMENT OFFICER DESIGNATION

Position requires the use of personal and/or City vehicle on City Business, must be able physically capable of operating the vehicles safely, possess a valid driver license and have acceptable driving record

Assist with appointments to positions in the Police Department subject to appropriate approvals

Perform other duties as needed

ACCEPTABLE EXPERIENCE AND TRAINING:

Minimum ten years of experience in police work which has afforded progressively responsible experience in a variety of police functions including major command responsibilities, supplemented by formal training in police administration and scientific methods of crime detection. Undergraduate degree in related subject matter in qualifying and or other combinations of experience and education that meet the minimum qualifications may be substituted.

PRE-EMPLOYMENT REQUIREMENTS: If accepted, a criminal background check and a pre- employment drug screening by a physician designated by the City of Yazoo City will be conducted.

HOW TO APPLY: Download application and full job description at www.cityofyazoocity.org and submit with resume to cityclerk@yazoocityms.us

****The City of Yazoo City is an equal opportunity employer****