



CITY OF PUEBLO
invites applications for the position of:
Police Chief

An Equal Opportunity Employer

SALARY:

<u>Monthly</u>	<u>Annually</u>
\$10,385.32 - \$12,822.43	\$124,623.78 - \$153,869.11

OPENING DATE: 05/13/21

CLOSING DATE: 06/05/21 11:59 PM

DESCRIPTIVE STATEMENT:

The Police Chief is an at-will, appointed position reporting to the Mayor. The Police Chief under policy and administrative direction, plans, directs, organizes, and manages 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. The Police Chief provides professional assistance to City management staff in areas of expertise; fosters cooperative working relationships with other City departments, intergovernmental, regulatory and other outside agencies, various public and private groups, and the general public. Performs related work as required.

This job description is an overview and is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all the functions and tasks required of the position.

DUTIES & RESPONSIBILITIES:

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Oversees and directs all activities of the Police Department. Responsibilities include strategic planning for use of resources, coordinating the activities of the department and ensuring that services provided are of the highest quality, commensurate with available resources. Accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution. Manages conflict and solves problems.

Examples of Key Duties (duties are illustrative and not all inclusive):

- Reports directly to the Mayor and implements the Mayor's vision for the Police Department.
- Enforces the laws and municipal ordinances of the City of Pueblo.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department; prepares and administers the department's budget.
- Plans, organizes, administers, reviews, and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.
- Provides for the selection, training, professional development, and work evaluation of department staff; administers discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances, and policies are consistently enforced.
- Contributes to the overall quality of the department's service by developing, reviewing, and implementing policies and procedures to meet legal requirements and City needs.
- Oversees all City police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, dispatch, and records.
- Directs the investigation of major crimes in coordination with other agencies; assists the City Attorney and District Attorney in the preparation of cases.

- Prepares, recommends, and implements strategic plans to meet the City's current and long-range needs.
- Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.
- Works closely with the Mayor, the City Council, other City departments, a variety of public and private organizations, citizen groups, national law enforcement partners and the local police labor union in developing programs and implementing projects to maximize police services.
- Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement, and ensures maximum effective service provision.
- Prepares and directs the preparation of a variety of written correspondence, reports, memoranda, procedures, resolutions, ordinances, and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural, and operational changes as required.
- Performs other duties of a similar nature or level.

KNOWLEDGE, SKILLS & ABILITIES:

Must have a comprehensive knowledge of the principles and practices of modern police administration; good knowledge of criminal law procedures; budget construction and management, high level of executive administrative ability; ability to command and direct personnel including labor relations experience; ability to meet and deal well with the public; excellent public speaking ability and experience; political astuteness, strong moral compass; resourceful; sound and consistent judgment in the execution of all duties.

MINIMUM QUALIFICATIONS:

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In addition to the knowledge, skills and abilities listed above, the position requires:

- A bachelor's degree or higher education from an accredited college or university with major coursework in criminal justice, police science, public administration, or a related field;
- At least seven (7) years of increasingly responsible management, supervisory, and administrative law enforcement experience;
- A valid Colorado Peace Officer Standards and Training (POST) Certification or equivalent certification from another state;
- A valid driver's license in good standing; and
- Residency within the corporate boundaries of the City of Pueblo, within six (6) months of first date of employment pursuant to Pueblo Municipal Code section 6-4-10 regarding residency requirement, if selected.

The following are highly desirable:

- At least four (4) years' experience at the rank of Captain or above preferred.
- Possession of a master's degree in Criminal Justice, Public or Business Administration, or related field is strongly preferred.
- Attendance at the FBI National Academy or the Northwestern School of Police and Command is strongly preferred.

SPECIAL CONDITIONS OF EMPLOYMENT:

If the POST Certification is from another state, the incumbent must obtain a valid Colorado POST Certification within six (6) months of appointment. If the driver's license is from another state, the

incumbent must obtain a valid Colorado Driver's License within ninety (90) days of appointment.
The required certification and license must be maintained throughout the term of employment.

Due to Federal and State Criminal Justice System access requirements, classifications that access and maintain criminal justice information may also be required, as a condition of employment, to not have been convicted of and/or have pending charges of a felony or misdemeanor crime that would deny or otherwise restrict access to criminal justice information.
This requirement applies to all existing City employees as well as external candidates seeking to fill positions that meet the given criteria.

BENEFITS:

The "Benefits" hyperlink at the top of this (online) job posting provides a summary of the benefits associated with this position.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.pueblo.us/jobs>

Job #2105-1023
POLICE CHIEF
MA

OUR OFFICE IS LOCATED AT:
301 West B Street
Pueblo, CO 81003
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