



TOWN OF EATONVILLE POSITION VACANCY

Title: **POLICE CHIEF**
Type: **POLICE DEPARTMENT**
Date Posted: May 2, 2023
Website: <https://www.townofeatonville.org/>
Email Contact: jrobinson@townofeatonville.org

SALARY RANGE: \$70,000

FULL - TIME, EXEMPT POSITION WITH BENEFITS

APPLICATION DEADLINE

Open until May 12, 2023.

POSITION SUMMARY

Under the Administrative direction of the Chief Administrative Officer, performs highly professional administrative work involving the direction of the Public Safety Division and encompassing all activities related to the Town of Eatonville Police Department, including police patrol, police investigations, parking and animal control, dispatching, fire suppression, fire prevention and emergency rescue. The employee has considerable responsibility for planning, implementing, and directing departmental goals and objectives, formulating departmental policies, and coordinating all administrative aspects of the departments. The employee is expected to perform research in order to study the social, economic, and physical conditions of the Town as they relate to police and fire administration and is also expected to perform a highly responsible public relations function between the Town and the community at large. Work is performed with considerable independence and latitude and the incumbent is expected to exercise judgment and position requires specialized knowledge of the principles, procedures, and techniques of public administration, as well as thorough knowledge of the laws and ordinances governing the local, state, and federal levels.

ESSENTIAL JOB FUNCTIONS

Plans, implements, and directs departmental goals and objectives; formulates departmental policies and procedures; responds to major emergency scenes and takes charge of operations as needed; supervises, directs, and evaluates staff; enforces departmental rules and regulations and takes disciplinary action when required. Collects, organizes and analyzes data for research reports such as crime statistics, fire prevention, social and economic reports, etc.; plans implements needed police and fire programs and activities; develops and performs in-service training programs; coordinates with educational agencies for formal training of police and fire personnel; performs

public relations functions between the Town and various civic agencies and other police and emergency departments; serves as department spokesman at various meetings and to the press and media; prepares and submits an annual budget representing all expenses of the Public Safety Division; directs the operation of the department budget and exercise control over expenditures; evaluates the need for and recommends the purchase of major new equipment and supplies, and/or building construction or repair; writes and produces media releases and advertising for the departments; answers questions and complaints from the general public; attends workshops and professional seminars, as required; performs other related duties as required.

(NOTE: The omission of an essential function does not preclude management from assigning specific duties not listed herein if such functions are a logical assignment to the position.

KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of the principles, procedures, and techniques of police and/or fire administration
- Knowledge of the rules and regulations governing police and fire administration
- Knowledge of the rules and regulations governing police and fire departments and the laws and ordinances governing the local, state, and federal levels; knowledge of the physical and social characteristics of the area
- Knowledge of budgetary development, administration, and control.

*Ability to plan, evaluate, assign, and coordinate departmental activities.

*Ability to enforce departmental rules and regulations.

*Ability to make decisions in accordance with departmental policy.

*Ability to react quickly and calmly in emergency situations.

*Ability to meet and work with the public and interpret and enforce the law.

*Ability to perform statistical research, evaluate and analyze findings and form conclusions.

*Ability to present ideas clearly and concisely, both orally and in writing.

*Ability to establish and maintain effective working relationships with department heads, town employees, outside agencies, and the public.

REQUIREMENTS AND QUALIFICATIONS

Bachelor's Degree from an accredited college or university in Public Administration or related field, supplemented with formal training in modern police or fire prevention work. Police certification by the State of Florida. Five years administrative experience in police or fire administration. Master's degree in public administration preferred. **MUST have a valid Florida Driver's License**

Application Process

Interested persons should submit a resume and cover letter, not to exceed four (4) pages collectively. The position will remain open until filled. An original, signed version of a candidate's submission, with the candidate's **legal signature** on the cover letter, should be e-mailed to jrobinson@townofeatonville.org. The signed cover letter shall also include the statement: "*I certify all information contained in this cover letter and resume is true and accurate.*" **Failure to follow these submission requirements may disqualify applicant from consideration.**

Professional references are optional at the time of submission; however, they may be requested if the candidate is invited to an in-person interview. References submitted at this stage must be limited to a one (1) page list.

THE TOWN OF EATONVILLE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, DISABILITY, MARITAL STATUS, FAMILY STATUS, OR SEXUAL ORIENTATION IN EMPLOYMENT OR THE PROVISION OF SERVICES.