



TOWN OF EATONVILLE

"The Oldest Black Incorporated Municipality in America"

POLICE DEPARTMENT



Submit Resume to: The Chief Administrative Officer

P.O. Box 2163

Eatonville, Florida 32751

Email: dpressley@townofeatonville.org

THE TOWN OF EATONVILLE

DIRECTOR OF PUBLIC SAFETY/POLICE CHIEF

SALARY: DOQ

POSITION: OPEN UNTIL FILLED

DEFINITION:

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 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 initiative in supervising and being responsible for all technical operations. This 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.

KNOWLEDGE, ABILITIES AND SKILLS

- ☐ 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.

QUALIFICATIONS

Any combination equivalent to experience an education that could likely provide the required knowledge and abilities would be qualifying. Five (5) years of progressively responsible police management experience, including three (3) years at the rank of Police Sergeant.

EDUCATION: 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 (5) years administrative experience in police or fire Administration. Master's degree in public administration preferred.

SPECIAL REQUIREMENTS:

Must be able and willing to work the hours necessary to accomplish assigned duties; attend evening meetings and/or critical events and activities as appropriate; and travel out of town as necessary to attend and/or participate in workshops, conferences, seminars, and meetings during work and non-work hours.