

## **CITY OF PARIS JOB DESCRIPTION**

### **Position: Chief of Police**

Reports to: City Manager

Department: Police 121

**JOB SUMMARY:** The Chief of Police for The City of Paris, manages approximately 50 employees (30 sworn officers). The Chief of Police has overall responsibility for enforcing the law, overseeing emergency dispatch, and administering the department. This is an appointed leadership position reporting directly to the City Manager and is responsible for planning, directing, supervising and coordinating the activities of the City Police Department in the areas of law enforcement and crime prevention.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plans, coordinates, and directs the activities of the Police Department
- Directs the preparation of the Department's strategic plan and reviews goals and objectives of each organizational component
- Ensures the enforcement of laws and municipal ordinances
- Maintains effective Departmental discipline
- Issues final authority of Departmental policies, procedures, rules, and regulations
- Formulates the annual Departmental budget and exercises final authority over Departmental budget expenditures
- Directs the preparation and distribution of all internal and external reports
- Serves as a liaison to other law enforcement and criminal justice agencies
- Promotes goodwill and public cooperation through presentations to civic, fraternal, and other organizations
- Maintains efficiency and effectiveness within the Department
- Provides direct supervision to the Asst. Chief, Captain, Communication, and Support Services
- Performs other duties as assigned by the City Manager

### **SKILLS:**

- Extensive knowledge of: modern principles, practices and techniques of police administration, organization and operations; criminal justice system; technical and management phases of law enforcement and crime prevention; local government organization and administration
- Working knowledge and demonstrated ability in the areas of labor relations, budget preparation and resource management
- Strong background in community relations, customer/citizen satisfaction and community service
- Ability to communicate clearly and concisely, in both oral and written format
- Ability to plan, direct, and coordinate all departmental operations
- Ability to exercise sound judgment in emergency situations
- Strong interpersonal skills

- Excellent verbal and written communication skills
- Ability to establish and maintain effective working relationships with government, civic, community, and private sector groups

**Manual/Physical:**

- Operates a variety of standard office equipment, including a personal computer that requires continuous and repetitive eye and arm, or hand, movement. Standing / sitting for extended periods of time. Ability to lift up to 25lbs frequently 75lbs on occasion.

**Other Requirements:**

- Minimum of 10 years of progressively responsible law enforcement management experience, with at least 3-5 years' experience in a senior-level command position
- Preferred: Bachelor's degree in Public Administration, Business Administration, Criminal Justice, Criminology, or related field from an accredited college or university
- Continuing professional development in management track of DOCJT
- Possession of, or ability to obtain, an appropriate driver's license valid in The State of Kentucky.
- Must be able to pass a physical screening as outlined by the DOCJT