



City of Somerville

Police Chief Job Description

The City of Somerville, is a General Law City located in Burleson County, seeks a Police Chief. Somerville has a population of 1,342 residents spread over 3 square miles is conveniently located between the City of Brenham and the City of Caldwell. The City is located on Lake Somerville, which bears the City's name.

The Police Chief is a key member of the Executive Leadership Team who will perform administrative and legislative function under the leadership of the City Administrator. The ideal candidate will be an experienced professional who is dedicated to serving the public and fellow employees with honesty and integrity in full accord with the letter and spirit of the City of Somerville's policies. A strong commitment to work effectively and efficiently with all members of the organization to deliver a high level of service is essential.

Description:

To manage the personnel and activities of the Police Department in order to provide a safe environment for the citizens of Somerville. This is accomplished by planning and managing Police Department activities, supervising personnel, and setting a high standard for ethics and adherence to law enforcement protocol and principles. Other duties include developing and maintaining positive public relations, performing other duties as assigned and coordinating activities of the Police Department with those of other departments.

Essential Job Functions:

Manages department activities by developing, implementing and reviewing policies and procedures; preparing short and long-range strategic plans; determining programs, activities, training and resource needs; planning and implementing the budget; writing reports on department activities; reading daily activity logs, citations, and case summaries; reviewing officer productivity reports; and communicating with officers and staff regarding problems and expectations.

Supervises personnel by evaluating performance; addressing internal and external complaints; taking appropriate disciplinary action as approved by the City Manager; making hiring and firing decisions; and providing leadership for department personnel. Develops and maintains positive public relations by meeting with citizens; making educational presentations to various groups; and communicating with the community leaders and the media.

Requirements:

Education and Experience

- A high school diploma is required, ideally a Bachelor's degree from an accredited university in police science, law enforcement, criminal justice, public or business administration or a closely related field is preferred.
- Applicant must have five or more years of experience as a Police Chief, Assistant Police Chief, Captain, or Lieutenant, or a combination of five or more years in two or more of those positions. Comparable county, state, or federal experience may be considered.
- Valid Texas Class C Driver's License. Must currently hold an active peace officer's license, minimally having an Advanced Certification issued by Texas Commission of Law Enforcement (TCOLE).
- Must have or able to complete National Incident Management Systems (NIMS) course trainings.
- Any combination of equivalent education, training, and experience that provides the required knowledge and skills will be considered.

Equal Employment Opportunity Statement:

- The City of Somerville does not discriminate on the basis of Race, Color, National Origin, Sex, Religion, Age or Disability in empowerment or the provision of services.
- The City of Somerville has a retirement plan with the Texas Municipal Retirement System.
- Employee health and medical, dental, and vision insurance is paid by the city.
- Vacation and sick leave accrued monthly.