

Description

The City of Bruceville-Eddy is accepting applications for the position of Chief of Police. The city has a population of 1,500 and a police department staffed with three full time officers. The city does not provide 24/7 coverage to its citizens and relies on McLennan and Falls Counties Sheriff's Department for the extra coverage. The Chief of Police must be community oriented to professionally and effectively address citizen concerns by building trust with the community, treat citizens with dignity and respect, and promote fairness and transparency. The Chief of Police's schedule is from 7:30-4:30, Monday-Friday with flexibility to better serve the community. The Chief of Police reports to the Mayor and City Council. The Chief of Police duties include direct oversight and management of the police department, enforcement of the city's code of ordinances, state and federal laws, and emergency management duties. Selected applicants will undergo a background check, including a criminal history, and a multi-level selection review process. Yearly salary range is from \$45,000-\$55,000 based on experience. To be considered for the position, the applicant shall forward via mail in a sealed envelope with the words "Chief Application" to the Bruceville-Eddy City Secretary, 143 Wilcox Drive, Texas, 76524 or hand deliver in a sealed envelope with the words "Chief Application" to 143 Wilcox Drive, Texas, 76524, a personal resume and a Texas Commission on Law Enforcement (TCOLE) Personal Status Report that shall include the following:

1. Personal Information
2. Education Information
3. Service History
4. Total Service Time
5. Award Information
6. Academy History
7. Courses Completed
8. City of Bruceville-Eddy Employment Application
9. City of Bruceville-Eddy Authorization for Background Check
10. Reference Letters/Contacts

Requirements:

Responsible for submission, oversight, and management of the assigned budget of the Police Department.

Responsible for all records of the Police Department including, operational reports, special reports, and all other reporting requirements regulated by the City, State, or Federal agencies.

Responsible for coordinating law enforcement activities/operations with other law enforcement agencies including both McLennan and Falls County Sheriff's Department, the Texas Department of Public Safety, and other agencies as required.

Responsible for responding to emergency situations that arise within the City of Bruceville-Eddy after hours, on weekends, and during holidays within a sixty (30) minute time frame of notification.

Other duties and assignments as tasked by the city mayor and council

Requirements

Skills:

1. Strong public relation skills
2. Effective leadership skills
3. Excellent written and verbal communication skills

Abilities:

1. Able to assess problems and issues and develop strategies to address and correct
2. Capable of working with, and guiding sworn police officers in performing their day to day duties.

Other Characteristics:

1. Must have high integrity and morals.
2. Minimum of 5 years of law enforcement and/or military experience.
3. Execute the duties of the Chief of Police as contained in the City of Bruceville-Eddy Employee Manual and the City of Bruceville-Eddy Police Department Policy Manual

Prior Chief of Police experience is preferred. Please contact or direct questions to Bruceville-Eddy City Hall, (254)859-5964 Ext. 201. This position will remain open until filled. The City of Bruceville-Eddy is an Equal Opportunity Employer and does not discriminate against any individual on the basis of race, religion, national origin, age or disability. **First reviews of completed application packages will begin on March 14,2020.**