

City of Merrill

Police Chief

Summary Description:

Under the general direction and supervision of the Mayor of Merrill, the Police Chief is responsible for directing the activities and programs of the City of Merrill's Police Department, including the utilization and coordination of personnel and equipment resources.

Appointment/Selection:

Selection is based upon the appointment of the Mayor subject to the majority consent of the City Council and shall be based upon merit and qualification.

Knowledge, Skills, and Abilities:

- Knowledge of the principals and practices of contemporary municipal police management, public sector budgeting fundamentals, personnel administration, and public relations.
- Ability to develop a departmental budget and operate within the confines of such through regular monitoring.
- Ability to plan, organize, direct, and supervise employees toward departmental and City goals.
- Ability to effectively communicate verbally and in writing.
- Establish and maintain positive working relationships with the Mayor, City Council, City Administrator, City employees, the general public, other agencies and professionals, contractors, and the press.
- Ability to use contemporary technology, including computers, telephones, and software management programs.
- Ability to compile regular reports on programs including an evaluation of their effectiveness.
- Ability to maintain a professional demeanor, to calmly approach and solve problems under stressful circumstances, maintain and promote harmony in the workplace, concentrate for long periods of time and be flexible.
- Must possess ability to work independently and exercise sound judgment and lead the actions of others.
- Knowledge of and the ability to safely work with general and specialized police tools and equipment.
- Knowledge of basic emergency management practices.
- Ability to multi-task on a daily basis, performs with telephone and walk-in customer interruptions, and adapt to changing priorities.
- Knowledge of State Laws, Ordinances of the City and the judicial process.
- Knowledge on the application of the proper use of force.

Essential Functions

(The following is a list of typical duties and not meant to be exclusive or completely inclusive):

- Serves as the administrative officer of the police department and at times when deemed necessary, a working supervisor by directing and participating in the daily activities of subordinates of the police department.

- Prepare and submit the annual department budget in accordance with the current procedures for doing such and monitor expenditures and revenues throughout the year.
- Purchases commodities and services in accord with the current policy.
- Sets up daily work schedules for police employees, and determines manpower, equipment, and material needs.
- Inspects work in progress and upon completion for conformance to desired standards and objectives for all buildings, facilities and grounds work under position's authority.
- Plans, schedule, evaluates and oversee all police personnel, projects, and operations, including the apprehension of violators of law and investigations and reports.
- Supervise the work performance of all department staff and initiate corrective action.
- Regularly communicates with the City Clerk regarding schedule, purchases, nuisances and any other items that require administrative attentiveness.
- Respond to citizen complaints, taking remedial action when necessary and reporting the same in a timely manner to the Mayor.
- Ensure staff is in compliance with all necessary certifications for their respective positions.
- Supervise and work with the Mayor, City Clerk and/or City Council on departmental purchasing and monitoring expenditures to ensure compliance with the fiscal year budget.
- Oversee and maintain systematic, complete, and accurate departmental records and prepare reports as needed, including accident investigations.
- Direct, assign, plan and review the work of department staff as necessary and hold meetings to collaboratively discuss ideas and solve problems. Resolve personnel complaints and problems and maintain a productive work environment.
- Recommend the appointment, promotion, and dismissal of personnel based on objective evaluation criteria.
- Monitor contracts for compliance with all provisions contained therein.
- Supervise care and maintenance of department equipment and facilities.
- Develop public relations and information dissemination programs to promote the department programs, goals and objectives and explain the department programs.
- Testify as needed in warrant hearings and court trials and ensure staff does the same.
- Oversee the training and orientation of all new staff.
- Work with City and County emergency management and respond to all critical incidents and hazardous events in accord with the City and County all hazards plan / emergency operation plan.
- Maintains knowledge on applicable new local, state and federal laws, mandates and regulations, policies and procedures and contemporary police trends and initiatives.
- Assist visitors as needed.
- Attend Council Meetings and provide department reports.
- Other duties as directed by the Mayor/Council.

Experience and Training:

- Graduate of the Iowa Law Enforcement Academy.
- Completion of appropriate firearm training and use of force tactics.
- Completion of training on search, seizure and arrest laws and procedures.
- Must meet all current educational requirements of the State of Iowa for police officers.
- Must have 3 + years of law enforcement experience.

- Must possess a valid Iowa driver's license and be able to effectively operate a motor vehicle, radio communication and radar detection devices.
- Possession and maintenance of C.P.R., AED and First Aid certifications.

Equipment Used:

- Typewriter, personal computer, including word processing, spreadsheet and database software, 10-key calculator, telephone, copy machine, fax machine, first aid and safety equipment.
- Cleaning and maintenance chemicals and solutions in accord with manufacturer's specifications
- Police equipment including firearms, and less lethal force and protective equipment.

Work Environment/Frequent Physical Demands:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The noise level in the work environment is frequent low/moderate level office noise in addition to occasional moderate / high noise exposure.
- Frequently sit, stand, walk, bend, grasp, push, pull, squat, twist and kneel.
- Occasional use of physical strength requiring the moving, lifting, pushing, carrying, and pulling of objects weighing up to 30 pounds and proper apprehension of subjects of all various sizes.
- Use hands frequently to finger, handle, or feel objects, tools, or controls.
- Reach with hands and arms, and occasionally lift, push, and carry or pull moderately heavy objects (30-50 pounds).
- The employee is frequently required to verbally communicate and interact with the public, citizen customers, vendors, staff, and elected officials using active listening skills.
- Specific vision abilities required by this job include close vision and the ability to adjust focus with clarity of vision of 20' or more and 20" or less, as well as proficient hand / eye coordination requiring high skills such as use of a firearm.
- Requires clerical, forms, numerical, and verbal perception.
- Outside work involves regular and prolonged exposure at times to the varying elements of the weather, such as rain, wind, snow, heat or cold.
- Required to work any hours necessary and as assigned by the Mayor and City Council to carry out essential functions. Position may require significant work pace pressure and irregular work hours in addition to performing during emergency management and critical incident situations
- May be exposed to darkness, close quarters, poor lighting, dirt / dust, fumes / odors, moving machinery, visual strain, mechanical and chemical hazards, traffic hazards, microbiological hazards, and unpleasant social situations.
- Ability to sustain prolonged visual and audio concentration.

Interaction with Other Department/Staff:

- The position requires a high degree of information sharing between the Mayor, Elected Officials, City Clerk, Parks, Public Works, Building Inspector, City Council, other agencies, and contracted staff.
- The Police Chief is accountable to the Mayor of Merrill for interpreting and carrying out the above responsibilities.

The duties above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Merrill is an Equal Opportunity Employer