



Town of Marshall

Vacancy Announcement

Chief of Police

Position Summary:

The Town of Marshall is seeking applications for an experienced law enforcement professional for the position of Chief of Police. The Chief of Police will be responsible for leading and managing all operations for a department comprised of the Chief and three full-time officers as well as auxiliary officers. The role includes performing administrative and management duties while also performing patrol and investigative work. The current Chief is retiring after ten years in the role. Projected start date for the position is August 1, 2024. The position comes with generous benefits package including paid health insurance; dental, vision, and other supplemental insurance available, paid sick time, paid vacation time, and paid holidays; participation in the Local Government/State retirement system, and 401k with 5% employer match.

Where to Apply:

An application and full job description is available on the Town of Marshall's website, www.townofmarshall.org. Submit cover letter, application, resume' and supporting documents by email fgilliam@townofmarshall.org, mail, PO Box 548, Marshall, NC 28753, or in person at Marshall Town Hall. Applicants should apply by June 14, 2024. The position is open until filled. The first screen of applicants will begin on June 17, 2024.

The Town of Marshall is an equal opportunity employer.

Salary Range: Salary is commensurate with experience and qualifications.

Major Duties:

- Direct and supervise all department personnel and resources; assigns, supervises, evaluates, and disciplines personnel.

- Monitors and reviews daily operations to assure conformity with department goals and community interests.
- Oversees the administration of the department's budget.
- Represents the department and town government at public and private events.
- Maintains and promotes communication within the department through meetings and other contacts.
- Oversees the maintenance of all department records.
- Implements policies, procedures and directives.
- Maintains knowledge of current police procedures and technology through attendance at training sessions and interaction with other law enforcement personnel.
- Enforces state laws and local ordinances.
- Coordinate with Madison County on the implementation of the emergency response plan.
- Performs other related duties as assigned.

Knowledge, Skills, and Abilities:

- Thorough knowledge of law enforcement administration, corrections practices, and criminal justice systems process.
- Thorough knowledge of civil and criminal processes.
- Thorough knowledge of department and town policies and procedures and federal, state, and local laws and regulations.
- Considerable knowledge of the principles and practices of law enforcement planning and budgeting.
- Considerable knowledge of management and supervisory principles and practices.
- Considerable knowledge of federal and state laws pertaining to release of law enforcement and investigation records.
- Considerable knowledge of the current trends and developments in the field of law enforcement.
- Ability to use common office equipment including word processing, spreadsheet, and file maintenance programs.
- Skill in operating emergency vehicles.
- Skill in the use of radio/communication equipment.
- Skill in the use of firearms and restraint equipment.
- Ability to effectively plan, organize, and make decisions in a rapidly changing environment.
- Ability to exercise tact, courtesy, and firmness in frequent contact with the public.
- Ability to express ideas effectively orally and in writing.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a degree in a course of study related to the occupational field.

- Possession of Basic Law Enforcement Certification from NC Criminal Justice Education and Training Standards Commission,
- Ability to pass a medical, psychological and drug evaluation.
- Ability to work a twelve hour shift.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the department in order to direct and coordinate work within the department, usually interpreted to require three to five years of law enforcement experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the North Carolina Criminal Justice Education and Training Standards Commission.

Supervisory Controls: The position ultimately reports to the Town Board of Aldermen. The Town Administrator assigns work in terms of department goals and objectives. The work is reviewed through reports and observations of department activities.

Guidelines: Guidelines include department standard operating procedures, town ordinances and policies, mutual aid agreements, and federal, state, and local laws. These guidelines require judgment, selection, and interpretation in application.

Complexity: The work consists of varied administrative and technical duties. The necessity of supervision and participating in work performed in life threatening situations contributes to the complexity of the work.

Scope of Effect: The purpose of this position is to manage the operations of the police department. Successful performance helps ensure the effective operation of the department and the protection of community life and property.

Personal Contacts: Contacts are typically with co-workers, other town employees, emergency medical providers, elected officials, the general public, and law enforcement personnel from state, local and federal agencies.

Purpose of Contacts: Contacts are typically to give or exchange information, resolve problems, provide services, motivate personnel, and negotiate or settle matters.

Physical Demands: Work in this classification is primarily administrative and management, but the physical and mental requirements are the same as that of a Police Officer. Physical requirements include medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Vocal communication is required to express or exchange ideas or other information between individuals and groups. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for depth

perception, preparing and analyzing written or computer data, inspection involving small defects and/or small parts, use of measuring devices, operation of machines and motor vehicles, determining accuracy and thoroughness of work, and observing surroundings. Employee must be able to demonstrate continued physical fitness to withstand the rigors of law enforcement and potential physical confrontation with assailants and/or foot chases for apprehensions. Employee may be required to use deadly force to subdue an assailant or to protect themselves or others.

Work Environment: Employee is exposed to both inside and outside working conditions in all types of weather from extremes of cold and heat to rain/snow/ice as well as varying terrain from streets, dense foliage, dark buildings, and water. Employee may be exposed to noise which would cause the worker to shout in order to be heard above the ambient noise level. Workplace conditions include operating vehicles for extended periods of time, working varied hours and shifts, and interaction with violent persons who may be a threat to themselves or others. Work requires application of safety precautions and wearing of protective clothing, gloves, and body armor designed to minimize exposure to blood-borne pathogens, communicable diseases, and bodily harm.

FLSA Status: Exempt-Executive (primary duty is management of a customarily recognized department or subdivision of the Town; customarily and regularly directs the work of two or more full time equivalent employees; and has the authority to hire or fire employees or whose suggestions and recommendations as to hiring, firing, advancement, promotion, or other change of status of other employees are given particular weight).

Disclaimer: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The employer reserves the right to assign or otherwise modify the duties assigned to this classification.