# CITY OF SAN ANTONIO
# JOB ANNOUNCEMENT

**111 Plaza De Armas, San Antonio, Texas 78205**
Phone No. (210) 207-8108 Job Line (210) 207-7280

## POLICE CHIEF

The City of San Antonio is recruiting for a Police Chief. This position is responsible for planning, directing, managing, and overseeing the activities and operations of the Police Department including field operations, investigations, support services, and general administration. Coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over management, professional, technical and clerical staff.

**Essential job functions** include the following:

1. Assumes full management responsibility for all department services and activities, including patrol, traffic, criminal investigations, special operations, records and communications, internal affairs, and law enforcement; and recommends and administers policies and procedures.
2. Manages the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and directs the implementation of changes.
4. Acts as official departmental representative to other City departments, City Manager's Office, elected officials, and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
5. Selects, motivates, and evaluates department staff; provides or coordinates training and works with employees to correct deficiencies; and implements and administers disciplinary and termination procedures.
6. Plans, directs, and coordinates, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
7. Manages and participates in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; directs the monitoring and approval of expenditures; and directs the preparation and implementation of budgetary adjustments as necessary.
8. Coordinates departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and prepares and presents staff reports and other necessary communications.
9. Responds to and resolves sensitive inquiries and complaints from both internal and external sources.
10. Reviews and signs all higher-level department communication, including ordinances and contracts.
11. Attends City Council meetings and takes necessary action regarding Council agenda items.
12. Manages, directs, and oversees maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records.
13. Provides staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations in the field of law enforcement.
14. Confers with citizens and City officials on law enforcement problems; assists in the development of innovative municipal law enforcement policies; and confers with civic and business groups on police and management policies relating to department philosophy.
15. Directs and oversees the administration of the collective bargaining agreement; maintains liaison with labor representatives; and ensures maintenance of management rights.
16. Responds to media inquiries on police issues and policies as they relate to the community and ensures responsive, appropriate service delivery by conferring with civic, professional, service, fraternal and other community groups.
17. Reviews disciplinary cases; initiates internal investigations when appropriate; provides corrective action as needed.
18. Reviews and analyzes reports, legislation, court cases, and related matters and prepares the responses for legal actions.
19. Performs related duties and fulfills responsibilities as required.

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**Required Qualifications** include:

1. Bachelor's Degree from an accredited college or university with major coursework in Criminal Justice, Public or Business Administration, or a related field.
2. Ten (10) years of increasingly responsible professional experience in municipal police work, including five (5) years of senior command, administrative, or supervisory responsibility or equivalent combination of education and experience.
3. Strong ability to communicate clearly and effectively, both verbally and in writing.
4. Demonstrated ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient law enforcement services for the City.
5. Strong ability to identify and respond to community and City Council issues, concerns, and needs, and establish and maintain good public relations.
6. Ability to prepare and administer a complex departmental budget and allocate limited resources in a cost-effective manner.
7. Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
8. Requires a valid Class "C" Texas Driver's License or must obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas.
9. Requires a Peace Officer of Texas Certificate issued by the State of Texas.

Any applicant selected for employment with the City of San Antonio will be required to submit to pre-employment drug testing with a verified negative result and will be required to undergo a background check as a condition of employment.

This position is "unclassified" and has no disciplinary appeal rights to the Municipal Civil Service Commission. This position is likewise subject to at-will employment status, and can be terminated at any time for any reason.

Salary range is $105,000 to $151,200. Starting salary is negotiable depending upon education and qualifications. Apply at once with cover letter, resume, and references to City of San Antonio Human Resources Department, Attention: Pamela Evans, Executive Recruiter, P.O. Box 839966, San Antonio, TX 78283. For additional information about this position, you may call Pamela Evans at 210-207-8016. Applications will be accepted through December 30, 2005.

Candidate information may also be submitted in-person Monday through Friday from 7:30 a.m. to 5:15 p.m. at the Human Resources Department located at 111 Plaza de Armas.

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