

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

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POSITION TITLE Police Chief (260)
DEPARTMENT Police Department
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$42,989 - \$71,168 (S)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/ Full Time
LOCATION: Police Department

GENERAL DESCRIPTION

The Police Chief oversees and directs all activities of the Police Department for the City and for surrounding areas in certain mutual aid circumstances. Responsibilities include strategic planning for use of resources, coordinating the activities of the department with those of other local departments and ensuring that services provided and development plans are of the highest quality. Work involves responsibility for control and coordination of police activities, including budget and fiscal control; ensures that public order is maintained throughout the city; that laws and ordinances are enforced, and that all necessary measures are taken to prevent crime, and protect lives and property. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administration discretion in their execution.

This position reports directly to the City Manager and is an Exempt Status (employment-at-will) position.

SUPERVISION RECEIVED

Works under the general guidance and direction of City Manager

SUPERVISION EXERCISED

Provides close and general supervision to assigned subordinates and support staff as needed. Oversees and directs entire Police Department.

NATURE OF WORK

ESSENTIAL FUNCTIONS: The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department; prepares and administers the department's budget.

Plans, organizes, administers, reviews and evaluates the work of sworn and non-sworn staff through subordinate levels of supervision.

Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff; ensures that laws, ordinances and policies are consistently enforced.

Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.

Oversees all City police functions including community-oriented policing, patrol, crime prevention, investigation, traffic enforcement, school services, and records.

Directs the investigation of major crimes in coordination with other agencies; assists the City Attorney and District Attorney in the preparation of cases.

Prepares, recommends and implements strategic plans to meet the City's current and long-range needs.

Confers with and represents the department and the City in meetings with members of the City Council, members of boards and commissions, various governmental agencies, local law enforcement agencies and a variety of public and private organizations.

Works closely with the City Manager, the City Council, other City departments, a variety of public and private organizations and citizen groups in developing programs and implementing projects to maximize police services.

Prioritizes and allocates available resources; reviews and evaluates program and service delivery, makes recommendations for improvement and ensures maximum effective service provision.

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Prepares and directs the preparation of a variety of written correspondence, reports, bid and requests for proposals, contracts, procedures, ordinances and other written materials.

Maintains and directs the maintenance of working and official departmental files.

Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Bachelor's Degree (Master's Degree preferred) in police science, law enforcement, criminal justice, public administration or related field, AND

Ten (10) years progressively responsible experience in police administration and law enforcement, of which at least five (5) years must have been in an executive level management/supervisory position in law enforcement equivalent to Captain or above.

ADDITIONAL REQUIREMENTS

Completion of a law enforcement training academy

Certified NM Police Officer

Possession of a P.O.S.T. (Police Officer Standard and Training) Advanced Management Certificate.

Must possess a valid New Mexico Class D driver's license; with a satisfactory driving history.

Free of felony convictions.

Must pass detailed background and fingerprint check

Must possess or obtain and maintain first aid and CPR certificates and firearms qualification.

KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of the geography of the City of Santa Fe, and surrounding areas, and of resources available for disaster and other emergencies are mandatory. Comprehensive knowledge of police record and crime reporting methods, and of modern police practices and procedures.

Skill in communicating effectively, both orally and in writing. **Advanced skill** in managerial and administrative tasks; written and spoken communication; mentoring and coaching skills; modern policing techniques; delivery of public education and public relations; Incident Command.

Ability to lead by positive example; plan, schedule, direct, supervise, and review the performance of subordinates in a manner conducive to productivity and high morale; plan, organize and implement police training programs; maintain effective working relationships with the public, other departments, and local agencies; and communicate clearly and concisely, both orally and in writing; direct the operations of personnel at the scene of an emergency; learn the location of all streets, sites, and buildings and the hazards of same to assure police activities are accomplished in a fast, effective, and safe manner; read and understand maps, orders, and instruction/study materials; to work with other agencies. A general knowledge of the functions and procedures of law enforcement agencies of the United States government are required.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Work is performed both indoors and outdoors in all types of weather and involves exposure to heat, smoke, wet conditions, contagious diseases, bodily fluids, pain, suffering, and mental anguish under emergency conditions. Tasks require a variety of arduous physical activities performed in unusual situations, in an elevated state, or in confined spaces. Walking, standing, stooping, bending, kneeling, sitting, reaching, and climbing are required in the normal course of essential job duty performance. Must be able to lift, move, and/or carry up to 100 pounds. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, and discriminating thinking. Periodic travel required in the normal course of job performance. Irregular, extended and

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on call working hours may be necessary. Operates vehicles in all kinds of weather conditions. Is exposed to hazardous or unpleasant working conditions, due to dust, noise, temperature, road and weather conditions, traffic and vehicle fumes.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.