

Position Vacancy Notice

POSTING DATE: 26 January 2009

START DATE: 1 June 2009

TITLE: **Chief of Police**

INITIAL RATE OF PAY: **GRADE 12:** Step 1 \$31.76/hr. MAX. Step 8 \$40.41/hr.

FULL-TIME: **40+ Hours a week 2088 hrs/yr. Salaried Exempt**

BENEFITS: Town pays 75% Health and Life Insurance, County Retirement System, voluntary Deferred Compensation and Dental plans, Sick Time, Vacation Time, (2) Personal Days, Eleven Holidays and Three ½ day Holidays, EAP.

SUMMARY OF DUTIES: Is the chief administrative officer of the Police Department and the final authority in all matters of policy, operations and discipline of the department. Ensure compliance with all laws which the department has authority to enforce. Preserve the peace, and protect the people and property within the Town of Chilmark.

REQUIREMENTS:

- Police Academy Certification, Associates Degree or two years of college plus professional, technical training such as the Police Academy or FBI in combination with business, public administration, or managerial courses, plus 5 years paid police experience. A degree in criminal justice enforcement is preferable.
- Thorough and working knowledge of federal laws, state statutes, and local bylaws applicable to law enforcement.
- Ability to supervise and direct employees in the office and field.
- Have high degree of judgment and initiative as well as ability to anticipate and react positively to technical and administrative problems.
- To attend Town Meetings and meetings of the Board of Selectmen as requested.
- Have tact and the ability to communicate effectively with town employees, federal, state and local officials, and the general public. Maintain good public relations.
- Pre-employment physical examination. Applicant must not use any tobacco products.

APPLICATION: Contact the Personnel Board Office for an application and position description.
personnel@ci.chilmark.ma.us 508-645-2105

DEADLINE: Completed Applications with a cover letter and resume should be submitted to the Personnel Board Office by **4:30 PM on Monday March 2nd 2009.**