**The Town of Ponder is now accepting applications for a full-time Police Chief**

Qualifications

* Required years of experience – 20+
* Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying
* Experience – 10+ years experience in police administration including managerial experience
* License or Certification – Possession of Texas Commission on Law Enforcement TCOLE Master Peace Officer certification

Responsibilities

* Performs complex advanced protective services and administrative work planning, organizing and directing all police operation, handling personnel and public information matters; ensures that all laws, regulations and procedures are followed and related work as apparent or assigned
* Work involves setting policies and goals for the department
* Departmental supervision is exercised over all personnel within the department
* This position is considered a “Working Chief” and shall be expected to cover a shift or an officers on duty as needed
* Plans, directs and coordinates all department activities for the Police Department
* Administers and monitors the department’s operating budget; prepares and presents the operating budget to the Town Council; approves payroll for the department
* Recruits and selects department personnel; assigns, directs, trains and inspects the work of department staff; rewards, disciplines, coaches, counsels and evaluates staff performance; develops staff schedules; performs transfers, promotions, suspensions, terminations and demotions
* Reviews and creates internal policies and procedures; updates the policy manual as needed
* Develops and implements training programs for department
* Oversees patrol activities such as traffic issues and accident investigations and monitors all criminal investigation activities
* Attends meetings; prepares presentations for Council meetings; performs public speaking to citizen groups and provides news media releases and interviews within the capacity of the Town’s chief law enforcement officer
* Develops and maintains positive relationships with other local, State and Federal law enforcement agencies
* Supervises and implements overall public safety of the Town of Ponder
* Under the direction of the Mayor