

## **Chief of Police**

The City of Holly Springs is seeking to fill the position of Chief of Police.

### **Job Summary**

Serve as chief administrator to the police department and performs related duties as required. Chief is responsible to the Mayor and Board of Aldermen for providing leadership and guidance to members of the department, the execution of all laws, ordinances, rules, and regulations of the department, which include the apprehension of violators, the protection of citizens and property, and the maintenance of high standards of efficiency within the department. The Chief has full authority and responsibility for the management, direction and control of the operations and administration of the department. The Chief plans programs, direct and evaluates the operation of the Police Department; develops annual budget proposals, prepares and reviews operational and administrative reports; promotes, assigns and disciplines personnel; supervises the maintenance of all records and materials associated with law enforcement activities; makes periodic public addresses; meets with news media for interviews; attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving law enforcement.

### **Essential duties and responsibilities include but are not limited to:**

- Serves as a top law enforcement officer of the department
- Develop and administer departmental goals, objectives, and procedures
- Establishes and maintains written policies and procedures
- Liaison with local, states, and federal law enforcement guidance to subordinates
- Provide and manage law enforcement services to those within jurisdictional limits of the department
- Responsible for overseeing police department personnel selection and training and development
- Serves as principal spokesperson for the City law enforcement
- Direct and coordinate departmental activities
- Plans, implements, and directs the law enforcement, crime prevention, and community oriented policing programs for the City
- Ability to select, supervise, train, and evaluate staff.
- Manages personnel; fiscal and property assets of the department
- Budgeting and inventory experience
- Knowledge of relevant federal, state, and local laws and ordinances
- Knowledge of law enforcement vehicles, equipment, tools, and technology
- High level of critical and analytical thinking skills
- Leadership and management skills
- Strong computer skills
- Ability to communicate clearly and concisely, both orally and in writing

### **Qualifications**

- Bachelor's degree in political science, criminal justice, public administration, psychology or related field, or equivalent combination of education and experience
- At least five (5) years of supervisory and management experience in law enforcement including in all major phases of crime prevention, operations and department administration

-Completion or enrollment in an approved national agency, state, association, college or department sponsored leadership, management or police management course, or courses of at least eighty (80) hours

-Valid driver's license

TO APPLY: Please apply online and attach a detailed resume, cover letter, and list of three professional references at [www.hollyspringsmsus.com](http://www.hollyspringsmsus.com) or mail to:

City of Holly Springs, Human Resources Department, Attn: Yolanda Carter, 1180 Highway 311 North, Holly Springs, MS 38635.

**City of Holly Springs is Equal Opportunity Employer**