



The Town of East Greenbush is currently seeking applications to fill the position of Police Chief.

This is a highly important administrative position involving the direct management of all daily police department operations, the leadership, supervision and professional development of department staff members, and the ability to plan and direct law enforcement activities. Communication between the police department and the public is crucial to maintain an atmosphere of trust and respect. Police Chiefs are public figures as well as leaders and are often the spokesperson for the department, providing the link between the department and the public.

MINIMUM REQUIREMENTS

- Applicant must have a high school diploma and three (3) years of full-time paid experience in the field of law enforcement. However, a bachelor's degree in police administration, criminal justice, law enforcement, or a related field and a minimum of ten (10) years of full-time paid work experience in law enforcement, three (3) of which are in a position of command are preferred. Certification(s) in law enforcement and/or firearms and other marshal equipment training related to the position are a plus.
- Applicant must pass the physical requirements of the state, as well as the standard psychiatric test.
- Applicant must have a valid driver's license to travel to various crime scenes and community events.

Note: Any candidate for a permanent or contingent permanent appointment must have been at one time a Police Officer from an eligible list established in accordance with merit and fitness, or must have previously served as a member of the New York State Police.

DUTIES AND RESPONSIBILITIES:

- Supervise the department's day to day operations as outlined in the Rules and Regulations of the Department, the Collective Bargaining Agreement and all statutory requirements of Federal, State and Town law.
- Supervise such tasks as timekeeping and attendance, job assignments, performance evaluations, public relations, budgeting and payroll, recruiting, personnel evaluations, the investigation of all complaints against the performance of members and all matters of discipline.
- Supervise an intensive in-service training program, maintain the Department's state accreditation, submit timely state and federal reports of law enforcement activity and review the performance of subordinates at all levels.
- Work closely with the Town Supervisor and Director of Finance to plan the budget(s) and inventory of the Police Department. Analyze and recommend improvements to equipment and facilities, as needed.
- Interpret and stay current on state codes, laws, and ordinances and uphold them at all times.
- Develop, and as needed, present on policies, procedures and reports. Policies include arrest procedures, dress codes, use of equipment and vehicles and other day to day operational concerns.
- Plan and implement strategies to deal with larger issues/cases and crime investigations.
- Perform the duties of subordinate personnel as needed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Strong verbal and written communication skills to write clear and concise reports and speak effectively with and/or provide training to police officers and detectives;
- Math and budgeting best practices to make decisions on staffing levels, training and resource allocations, as well as to plan lean and functional budgets and make cuts when necessary;
- Public speaking skills to host meetings and to speak with the media and community; maintain cooperative relations with municipal officials, other city and town departments and law enforcement agencies, and with the general public;
- Computer skills to write and read reports, review statistics and graphs, etc. Proficiency with MS Word, Excel, and Outlook;
- Analytical and critical thinking skills to look at figures, facts and maps to determine where crimes are occurring and to design budgets and protocols;
- Ability to provide sound judgment in emergencies and display integrity, tact and neatness of appearance; and
- Maintain personal fitness/condition that is commensurate with the demands of the position.

All applications must be submitted to the Supervisor's Office no later than *Friday May 10th, 2019*. You may mail your cover letter and resume to the address below or e-mail them to LObrien@eastgreenbush.org

Contact: Lisa O'Brien; 518-477-4775 (Office); 518-477-2386(Fax) Address: 225 Columbia Turnpike, Rensselaer, NY 12144