

THE CITY OF ALVARADO, TEXAS

CHIEF OF POLICE

Community Overview

The **City of Alvarado, Texas**, is located 20 miles south of Fort Worth at the intersection of Interstate 35-E and U. S. Highway 67. Alvarado uses the council/manager form of government. There are 55 employees and the total budget for fiscal year 2009 is over \$13.7 million. The city manager is responsible for all functions of the City.

Municipal Organization

The City of Alvarado is a Type A general-law, incorporated municipality with a population of approximately 4,000.

Alvarado Police Department

The current Chief is retiring at the end of May and an interim Chief will assume the position until a permanent appointment is made. The Police Chief manages a Police Department that has 21 employees including 14 sworn officers with a current budget of \$1,264,055. Patrol Officers are changing to a 12-hour shift schedule. The Department operates a dispatch center that provides services to the police and fire personnel as well as other City services after normal business hours.

The City Manager is seeking an outstanding leader who has the experience, talent, professional commitment and vision to manage and direct the daily operations of the Police Department and provide law enforcement services to citizens that have high expectations of their municipal government. The new Chief should be visible in the community, but apolitical. The new Chief should be familiar with the application of new technology to law enforcement including the use of computers and modern communication systems. Highly developed professional knowledge and skills, managerial and administrative competence, maturity of judgment, strong personal leadership, high ethical standards, and the ability to communicate effectively and positively with the organization and the community are essential.

Essential Job Functions

- ◆ Directs, plans, and manages all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property.
- ◆ Work involves organizing and directing the activities of the Police Department
- ◆ Plans and directs the implementation of the department's short- and long-term goals, objectives, and strategies.
- ◆ Writes reports on departmental activities and supervises others in the preparation of reports to the Mayor and Council.
- ◆ Presents budget estimates, controls expenditures of departmental appropriations, and establishes operational standards for the department.
- ◆ Directs and participates in police training programs.
- ◆ Represents the Police Department in all significant public relations matters.
- ◆ Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Qualifications

- ◆ Must demonstrate a minimum of seven (7) years of progressively responsible law enforcement experience with at least three (3) years supervisory experience at the Lieutenant level or above, and have the ability to pass a rigorous background investigation. A Bachelor's Degree in Criminal Justice, or related field, is a plus.
- ◆ Must have knowledge of principles, practices, and procedures of police science and modern police administration and investigations, organization, and operation; municipal finance, budgeting; personnel, and labor relations.

License and certifications

- ◆ Current T.C.L.E.O.S.E. Advanced or Master Certification is preferred; or the ability to obtain same upon hire.

Excellent benefit package

- ◆ Retirement plan with Texas Municipal Retirement System; 6% mandatory participation; City matching 2:1; deferred compensation plans optional
- ◆ Health, dental and vision insurance plans; life insurance; 125 cafeteria plans optional
- ◆ 11 paid holidays, 15 days vacation annually initially, plus sick leave

Salary

The salary for the previous Chief was \$60,000. The starting salary range for the new Chief will depend on the candidate's qualifications and will include a car.

All applicants must submit a City application. To download an application, go to www.cityofalvarado.org/job.htm

Application and/or resume may be forwarded to resumes@cityofalvarado.org or City of Alvarado, Human Resources Department, 104 W. College St., Alvarado, Texas 76009, until 5 p.m. on Thursday, June 4, 2009.