



CITY OF BELLAIRE
invites applications for the position of:

Assistant Police Chief

SALARY: \$48.77 - \$66.47 Hourly
\$3,901.65 - \$5,317.54 Biweekly
\$8,453.58 - \$11,521.33 Monthly
\$101,443.00 - \$138,256.00 Annually

OPENING DATE: 05/16/18

CLOSING DATE: 06/22/18 11:59 PM

JOB DESCRIPTION:

The purpose of this position is to assist the Police Chief in oversight of officer and civilian activities. This is accomplished by attending and hosting meetings, reporting activities to the Police Chief, ensuring compliance with policies and procedures, implementing plans, delegating and monitoring work assignments, compiling and analyzing reports, and managing the budget processes. Other duties include using and maintaining firearms and other weapons, implementing and researching advances in public safety processes and procedures and overseeing the department in the Police Chief's absence.

EXAMPLES OF DUTIES:

Manages personnel by setting and evaluating departmental goals and objectives; conducting performance evaluations; analyzing reports for accuracy; and delegating and monitoring work assignments.

Oversees departmental reporting by reviewing and compiling reports; researching and analyzing data; providing financial assistance; preparing and sending correspondence; generating and reviewing work plans; communicating report data to personnel; and utilizing report data to implement plans.

Plans and manages departmental projects by reviewing work plans; developing project objectives; assigning tasks to personnel; coordinating plans with units/divisions; and hosting and attending meetings.

Monitors budgets by developing and reviewing budget reports; analyzing budget items; prioritizing budget allocations; and reviewing expenditures.

MINIMUM QUALIFICATIONS:

A law enforcement leader with a minimum of ten years progressive law enforcement experience and five or more years of cross-functional and progressively responsible experience, including administrative and command work at the rank of Lieutenant, Captain, or higher is required. A bachelor's degree in criminal justice, police science, criminology, public administration or closely aligned field is highly preferred. An equivalent combination of training, education, and experience may be considered.

A valid Texas driver's license or the ability to obtain a valid Texas driver's license within 60 days of hire is required. Must have current certification as a municipal or local government law enforcement officer by his/her respective state or with no more than a one-year break in full-time sworn service at the time of appointment.

SUPPLEMENTAL INFORMATION:

Graduation from the FBI National Academy, Southern Police Institute, Law Enforcement Management Institute of Texas, or other recognized long course executive law enforcement program is preferred.

It is desirable that that the candidate also has knowledge of the National Incident Management System and training in IS 100, 200, 300, 400, and 700, and have previous experience working within an Emergency Operation Center during natural and manmade disasters.

Application Process

Please apply online at: <https://www.governmentjobs.com/careers/bellairetx>. In addition to completing the online application in its entirety, you must include a cover letter, resume, and at least three professional references.

For more information on this position, please contact: Director of Human Resources Yolanda Howze at yhowze@bellairetx.gov. Applications for the position will be accepted through June 22, 2018.

For additional information, review the following:

Assistant Police Chief Position

Profile: <https://www.bellairetx.gov/DocumentCenter/View/21458>

City of Bellaire's Police Department career page including videos and testimonials:

<https://jobs.bellairetx.gov/police-jobs>

Verbal Identity: The Bellaire community's verbal identity is the messaging framework that articulates who we are, what we stand for, and how we come across:

<https://www.bellairetx.gov/DocumentCenter/View/21142>

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.bellairetx.gov>

7008 South Rice Ave.
Bellaire, TX 77401

Position #901.01
ASSISTANT POLICE CHIEF
YH

hr@bellairetx.gov

Assistant Police Chief Supplemental Questionnaire

* 1. Do you have a valid Driver's License?

Yes No

* 2. Please check the highest level of education you have completed.

- Less than High School or Equivalent
- High School or Equivalent
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate Degree

- * 3. Do you have at least ten years of progressively responsible law enforcement experience?
 Yes No

- * 4. Do you have a minimum of five years law enforcement experience at the rank of Lieutenant, Captain or higher in a cross-functional and progressively responsible administrative capacity?
 Yes No

- * 5. Do you have experience working within an Emergency Operation Center during natural and man-made disasters?
 Yes No

- * 6. Are you a graduate of the FBI National Academy, Southern Police Institute, Law Enforcement Management Institute of Texas, or other recognized long course executive law enforcement program?
 Yes No

- * 7. Are you currently certified as a municipal or local government law enforcement officer by the state of Texas or your respective state with no more than a one-year break in full-time sworn service?
 Yes No

- * Required Question