

Village of Lake Tanglewood

POLICE CHIEF

JOB TITLE: Police Chief

Location: Lake Tanglewood, Amarillo, TX

Level/Salary range: \$65,000 Annually

Contact: Panhandle Regional Planning Commission
Attention: Max Seymour

JOB DESCRIPTION

Role and Responsibilities

Specific duties of the Chief of Police shall include but are not limited to the following:

- Supervise, develop, and train direct reports of the police department
- Maintain direct report work schedules to achieve adequate coverage
- Carry out administrative duties such as responding to inquiries, attendance at meetings, completion of various reports, and approval of invoices and department payroll
- Prepare and monitor annual budget for the department
- Ensure department work is planned, assigned, and supervised adequately
- Make certain assigned equipment and vehicles are in good working order and operated efficiently
- Responsible for the documentation and accounting of all activities of the department
- Knowledge of all police department rules and regulations, policies and procedures
- Ensure a positive attitude and goodwill among personnel, various community agencies, and citizens
- Prepare period reports concerning activities of the department for City Manger for the Village as well as the Property Owner's Association (POA) manager
- Ensure communication process with the police department and POA is effective
- Respond timely to complaints and provide necessary solution to community challenges
- Uphold city ordinances and building permitting
- Responsible for code enforcement by patrolling to identify violations (including building permitting), and issue warnings and citations
- Provide safety training to the community through boater's safety courses
- Participate in community events and positively interact with members, guests, and minor children
- Patrol community on land and water working to keep the peace, ensure proper safety protocols are enforced including speeding, unsafe boating operations and following POA membership rules
- Other duties as determined by the Village of Lake Tanglewood Mayor

Qualifications and Education Requirements

- Bachelor's degree in Police Science, Criminal Justice, or related field
- Ten years of relevant experience as a certified officer in law enforcement and five years of supervisory experience
- In lieu of bachelor's degree, fifteen years of experience in police work as a certified officer with minimum of ten years of supervisory experience in law enforcement, preferably in a municipality
- Applicant must have a class "C" driver's license from the Texas Department of Public Safety with a satisfactory driving record
- Must possess a Texas Peace Officer's License
- Must possess, or can acquire, a TCLEOSE/TCOLE Advanced certificate. TCLEOSE/TCOLE Master Certification preferred

Preferred Skills

- Strong communication skills, to write and speak fluently in English
- Knowledge of computers including software skills in Word, Outlook, and Excel
- Ability to keep relevant certification, licenses and all in-service requirements current
- Strong ability to develop and maintain cordial relationships with residents and other Village departments
- Excellent knowledge of all relevant laws, including Town, State, and Federal laws for effective enforcement
- Strong knowledge and ability to implement methods, practices, and principles of police investigation, organization, and administration
- Strong decision making to be able to make the right decision quickly within established guidelines and protocols

Additional Notes

This position is located at Lake Tanglewood, approximately 12.8 miles outside of Amarillo, TX. This position reports directly to the Village of Lake Tanglewood Mayor and is an integral part of the Village's role in maintaining safety and security. This position does not include insurance benefits or housing.