

Town of Mount Olive

POLICE CHIEF

The Town of Mount Olive seeks a Police Chief who values hometown traditions and who can create and sustain professionalism and excellence in law enforcement.

Mount Olive is the second largest municipality in Wayne County, North Carolina with a population of just under 5,000 people. Mount Olive is a community who values education, agriculture, small business, historic traditions and a civic-minded, caring public. We are recognized as the home of Mount Olive Pickles, Southern Bank and the University of Mount Olive. The Town of Mount Olive prides itself in being a safe and secure community with a diverse economy and an exceptional quality of life for its citizens.

Located in eastern North Carolina's coastal plain, Mount Olive is a town of beauty and charm like no other in Wayne County, North Carolina. Mount Olive sits amid (one hour in each direction) the cities of Raleigh, New Bern, Greenville and Fayetteville. The town is also just over an hour from the center of the Research Triangle Park and, in the other direction, the beaches of the southeastern Carolina Coast including Wilmington and Wrightsville beaches.

General Duties and Responsibilities

The Police Chief performs complex managerial, administrative, and specialized law enforcement work directing the activities of the Police Department. The Police Chief directs the law enforcement program of the city. Work involves responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents, and planning and directing emergency response activities. Work also involves a full managerial and supervisory role including the establishment of policy, evaluation and adherence to prescribed standards; planning for and implementing special enforcement activities; preparing special state, federal and local reports; analyzing crime and accident trends; cooperating with other law enforcement agencies; budget preparation and management and supervision of all department personnel. Work is performed in accordance with departmental policy and state and federal law. The employee is subject to hazards of law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, and hazardous spills with fumes, oils, gases or flammable liquids. Work in the law enforcement field is subject to the final standards of OSHA on bloodborne pathogens. Work is performed under the general supervision of the Town Manager and is evaluated through review of reports and conference for effectiveness of programs and acceptance of the community.

Essential Duties and Tasks:

- Recruits, selects and oversees the training of civilian and sworn personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments and scheduling, work performance, promotions, and discipline.
- Supervises the preparation of and recommends annual budget department in consultation with the Manager; supervises the application for grants to supplement departmental program funds.
- Receives and investigates inquiries or complaints from the public concerning police activities and services.
- Supervises all departmental personnel through subordinate supervisors; establishes policy; sets priorities; evaluates the department and its personnel; meets with supervisory staff on a regular basis.
- Supervises the preparation of periodic reports of crime and accident activity and police department activities in relationship to this information; analyzes data for trends.
- Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities.
- Promotes the department's work and goals to the general public through individual contact and community forums to civic groups, school groups, and other organizations.
- Takes a lead role in directing police activity at major crime scenes.
- Develops emergency response plans and oversees their implementation during emergency situations.
- Performs other related duties as required by the Town Manager.

Recruitment and Selection Guidelines

Knowledges, Skills and Abilities:

- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of state and federal laws, local ordinances and policies of the police department.
- Thorough knowledge of the physical, economic, and social characteristics of the town.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Ability to effectively and efficiently manage a department including all related administrative and supervisory functions (including personnel and budget administration).
- Ability to establish authority and to lead and inspire confidence among subordinate officers; skill in counseling, coaching, motivation, communication, and

Police Chief

Page 3 of 3

performance evaluation with subordinates.

- Ability to act with sound judgment in routine and emergency situations.
- Ability to plan and direct special programs and events related to law enforcement.
- Ability to communicate effectively in oral and written forms.
- Ability to prepare clear and concise activity reports.
- Ability to build and maintain cooperative and effective public relations with the citizens.

Physical Requirements:

The work requires non-strenuous physical exertion such as periods of standing; walking over rough or difficult surfaces; recurring stooping, climbing or walking; recurring lifting of moderately heavy items weighing less than 25 pounds and may require occasional lifting of objects weighing in excess of 25 pounds. The work may require specific, but common physical characteristics and abilities such as mobility, dexterity and full range of motion. The work involves occasional moderate risks or discomforts that require special safety precautions, e.g. working around moving parts or machines, irritating chemicals, etc. Employees may be required to use protective clothing or equipment such as masks, coats, boots, goggles, gloves, or shield.

Desirable Education and Experience:

Bachelor's Degree and 10 or more Years' Experience; or Master's Degree and more than 7 Years' Experience.

Special Requirement:

Before assignment to this class, employees must possess a valid North Carolina driver's license and have completed the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.

Please apply by Friday, October 30, 2020. Should you have questions or need additional information, please call 919-658-9539 ext. 1. Please send Cover Letter and Resume to Town of Mount Olive, Attn: Jammie Royall, P.O. Box 939, Mount Olive, NC 28365 or via email: j_royall@townofmountolivenc.com

The Town of Mount Olive is an Equal Opportunity Employer. Applications will be considered for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran status, or any other legally protected status.