

Chief of Police

Town of Quartzsite, Arizona

The Town of Quartzsite is seeking a Chief of Police. Quartzsite is located 18 miles east of the Colorado River, on I-10. Situated within the Sonoran Desert, which holds its own mystique, the surrounding mountains add to the overall appeal, creating a scenic environment that is known for pristine desert views and glorious sunsets. Home to 3,770 residents, the population grows to a half million or more “Snow Birds” during the winter season, Quartzsite is the destination of choice for adventure seekers, as well as the vendors who bring a vast array of treasures from all over the world to sell.

The Chief of Police position provides leadership and management to the police department which consists of 12 sworn officers and 1 clerk. Under the general direction of the Town Manager, the Chief oversees an annual budget of approximately \$1.2 million, and is responsible for decision-making, independent judgment in interpreting rules and regulations, and applying State law and Town ordinances. Duties and responsibilities include providing direction and supervision for Police Department personnel; ensuring effective administration and enforcement of law enforcement activities; and establishing effective community relations.

This position requires a Bachelor’s degree and a minimum 10 years experience as a police officer, 5 years of which are supervisory. An equivalent combination of education and experience may be considered. Must possess Arizona Peace Officer Standards and Training certification, or have the ability to obtain certification within 90 days of appointment. Must reside within the Town unless otherwise approved.

The salary range for this position is \$60,000 - \$90,000 annually DOQ, plus an excellent benefits package.

Please provide a cover letter, resume, references, supplementary essays, and completed Town of Quartzsite Application for Employment, which is available at the following link:

[Application - Town of Quartzsite](#)

A complete background check will be performed prior to final offer of employment.

Return your completed package to:

By email: townclerk@ci.quartzsite.az.us

By regular mail: Town of Quartzsite
Recruitment c/o Town Clerk
PO Box 2812
Quartzsite, AZ 85346

For questions, contact the Quartzsite Town Manager by phone at 928-927-4333 or by email at skylor.miller@quartzsiteaz.org.

This position is open until filled. Review of applications will begin on Monday, May 11, 2016.

TOWN OF QUARTZSITE
JOB DESCRIPTION

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| Position Title: | Police Chief |
| Department: | Public Safety Services |
| Supervision Exercised: | Supervises full-time, part-time or volunteers (reserves) |
| Overtime Status: | Unclassified, Exempt |
| Pay Range: | \$60,000 – \$90,000 |

JOB SUMMARY:

Under the general direction of the Town Manager and policy direction of the Town Council, this position is responsible for the management, supervision, planning, directing and reviewing of the work of Police Department personnel and technical police work; responsible for decision-making, independent judgment in interpreting rules and regulations, and applying State law and Town ordinances; Coordinating assigned responsibilities with outside agencies; and providing highly responsible, complex and administrative support to the Town. This position is appointed by the Town Manager with the concurrence of the Town Council.

ESSENTIAL DUTIES AND FUNCTIONS:

Administration. Plan, organize and direct the program and activities of the police department; supervise directly, or through subordinate supervisors, a staff of law enforcement and clerical employees; coordinate activities to ensure work performed meets the needs and standards of the department and the Town.

Supervision. Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives and reviews; direct the training and development programs of subordinate personnel; work with employees to correct deficiencies; oversee internal investigations as appropriate and provide corrective action as needed.

Law Enforcement. Advise and assist subordinates in highly complex criminal or other investigations; assume direct command of forces in emergency situations or major law enforcement operations; cooperate with county, state and federal officers in the apprehension and detention of wanted persons and with other departments when activities of the police department are involved; direct the investigation of and respond to major citizen complaints; consult with other public safety officials at the national, state and local levels in determining overall plans and policies to be followed in conducting police operations.

Policies and Procedures. Consult with Town officials in the development of overall policies and procedures to govern the activities of the department; support the department's and the Town's policies, goals and objectives, and work with Town management and staff to achieve such goals.

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Public Relations. Establish effective community, business and neighborhood relationships; attend and participate in public functions for the purpose of promoting crime prevention and law enforcement.

Coordination. Coordinate law enforcement activities with the activities of other Town departments.

Budget. Direct and participate in the preparation of the annual operating budget for the department, and in the control and expenditure of appropriations.

DESIRED MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in law enforcement, criminology, criminal justice, public administration or a closely-related field; and a minimum of ten years of experience as a police officer, including five years of supervisory experience. An equivalent combination of education, training, and experience may be acceptable. Graduate of FBI national academy or equivalent is preferred.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain, Arizona Peace Officer Standards and Training (POST) certification; possession of, or ability to obtain, State of Arizona Driver's license; clear criminal record.

Residence in the Town at the time of appointment as Police Chief shall not be required as a condition for appointment, but within sixty (60) days after reporting for work the Police Chief must become a resident of the Town unless the council approves residence outside the Town.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of modern law enforcement management principles and practices; police department policies and procedures; Town, county, state and Federal laws, regulations and ordinances; Arizona criminal justice and court systems, procedures and protocols; law enforcement methods, practices, and procedures including: case laws governing arrest, rules of evidence, probable cause, and search and seizure; strategy and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.

Skill in effectively supervising, leading and delegating tasks and authority; analyzing complex law enforcement and security issues, and developing solutions; assuming command level responsibilities and making appropriate decisions, while assuring compliance with police department goals and objectives; interpreting laws and regulations, making independent decisions, maintaining composure, and working effectively under stressful

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conditions and emergency situations; directing work and holding staff accountable for successful outcomes.

TOOLS AND EQUIPMENT USED:

Personal computer; motor vehicle; handgun and other weapons; telephone; mobile radio; calculator; copy machine; fax machine and other equipment as required.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee typically is required to sit, stand, walk, use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands or arms; talk; hear; see; and repetitive motions. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl, run, and smell.

The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work environment is usually quiet to moderate, but may be subjected to intense noises, travel, and deadly weapons. There are occasional stressful situations involving members of the public who are angry or upset.

SELECTION CRITERIA:

Applicants whose experience and training are most closely suited to the needs of the Town may be selected for further testing/interviews. Criteria will be based on job-related knowledge, skills, and abilities.

The Town of Quartzsite is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, disability, age, gender, sexual orientation, or national origin.

In accordance with the Americans with Disabilities Act (ADA and Section 504), the Town of Quartzsite does not discriminate on the basis of disability in the admission or access to, treatment, or employment in its programs, activities, or services.

The Town of Quartzsite supports a drug free workplace.

The Town of Quartzsite must verify the right to work in the United States of every individual hired.