

## The City of West Buechel is Seeking Applicants for Position of Police Chief

**Job Description:** To: oversee and direct the operations of the Buechel Police Department; develop, implement, and evaluate the agency's goals, policies, programs, and budgets; provide direction and guidance to members of the police force; represent the department at state conferences, regional meetings, and local events; coordinate policing efforts with external agencies and with community organizations; perform patrol, traffic and/or criminal investigations; attend required training programs and ensures that all officers attend mandatory training; attend regular and special Council meetings and City staff meetings as scheduled; provide a clear, attainable mission and strategic plan for the department.

**Education or Training:** Bachelor's degree in Police Administration, Criminal Justice, or other relevant field is preferred but not required; High School diploma or equivalent required.

**Experience:** Must have a minimum of 5 years of experience in police work; supervisory experience in law enforcement or related field is preferred. Prior years of experience in supervisory position and managerial experience may also be considered.

**Special Skills and Personality Traits:** Leadership team building, interpersonal, problem-solving, organizational, self-management, communication, writing, public speaking, and public relations skills; must be fair, open-minded, accessible, friendly, ethical, trustworthy, decisive, analytical, flexible, innovative, creative, and inspirational; must have demonstrated a capacity to be visible within the department and in the community.

**Certification & Licensing:** Candidate must be POPS certified or able to obtain such certification through DOCJT/KLEC within 1 year of appointment to the position. (For more information, including information on out-of-state certification, see [www.jocjt.ky.gov](http://www.jocjt.ky.gov)). Must possess and maintain a valid drivers' license issued by the Commonwealth of Kentucky.

### Duties & Responsibilities:

1. Plans, organizes, directs, coordinates and evaluates all activities and programs of the department.
2. Ensures the enforcement of federal, state and local laws and ordinances.
3. Work cooperatively and collaboratively with other law enforcement agencies at the local, regional, state, and federal level.
4. Works cooperatively and collaboratively with court officials, Judges, prosecutors, and clerks.
5. Evaluates current policies to determine if changes are needed.
6. Completes annual performance evaluations on all officers and develops action plans as needed to improve performance.
7. Administers discipline as necessary, subject to approval and in compliance with state laws and departmental procedures.
8. Reviews reports of investigations concerning police misconduct.
9. Prepares and authorizes work schedules; reviews daily reports, ensuring that reports are accurately prepared and submitted in a timely manner.
10. Works regular patrol shifts as part of the overall schedule; performs traffic control, investigations, court appearances, and other related duties as needed.
11. Conducts departmental meetings.
12. Directs studies of public safety needs for the community.
13. Oversees the grant writing for funds to create or maintain programs and/or equipment.
14. Prepares required forms and reports about Police Department activities.
15. Makes status reports to City Council.
16. Releases information to the news media.
17. Represents the Police Department at State conferences, regional meetings, and local events.
18. Coordinates policing efforts with external agencies and with community organizations.
19. Keeps up-to-date with new laws and regulations, court decisions, and development in police administration.
20. Oversees the ordering and purchasing of equipment and supplies as needed within budget.

Deadline to apply is 4:00 PM, Eastern Time, May 8, 2019. Resumes or applications should be mailed to:

**City of West Buechel**  
**Attn: City Clerk Debbie Batliner**  
**3705 Bashford Avenue**  
**Louisville, KY 40218**

The City of West Buechel is an Equal Opportunity Provider and Employer.