

Chief of Police – Murphysboro, IL

The City of Murphysboro, Illinois, population 7,970, a mid-sized and full-service family-friendly community located in Southern Illinois, is seeking an experienced police professional to lead its Police Department. The Murphysboro Police Department currently consists of 3 sergeants, 2 detectives, 10 officers, 7 dispatchers, 1 animal control officer, 2 part-time officers and 14 auxiliary officers.

The City of Murphysboro is seeking candidates with strong communication skills, excellent leadership and management skills and a proven record of being actively involved in the community. The ideal candidate must be an effective leader, great fiscal management, and be committed to training, community service and community engagement.

The successful candidate must have a minimum of an Associate's Degree in a Police Administration, Public Administration or Criminal Justice related field. The candidate must also possess a minimum of 10 years progressive police experience including supervisory experience.

Starting salary range is \$60,000 +/- DOQ with a desirable benefit package.

Employment applications may be picked up at the address below or are available online at www.murphysboro-il.gov. Application, resume and a cover letter shall be mailed to the address below and must be received no later than Monday, August 29th, 2016.

City of Murphysboro
Daum Administrative Building
1101 Walnut Street
Murphysboro, IL 62966
Attn: HR-PC

City of Murphysboro Police Department

Job Description: Chief of Police
Unit/Description: Administrative
Reports To: Mayor
Supervises: Police Department

Job Summary

The position of Chief of Police is a sworn police officer appointed by the Mayor with the advice and consent of the City Council. The Chief is responsible for the overall administration of the Police Department and all personnel within the Police Department. The Chief shall prepare an annual budget to be submitted to the Budget Officer and approve all income and expenditures of the Police Department. The Chief is responsible for representation of the Police Department at all City council and committee meeting, as well as any other meetings or gatherings with pertinence to the Police Department. The Chief may, with knowledge and consent of the Mayor, represent the City of Murphysboro and Murphysboro Police Department at any other meeting, organization or gathering that bear an interest to the City of Murphysboro or the Murphysboro Police Department.

Duties and Responsibilities

1. The Chief of Police is responsible for the overall administration and supervision of the Police Department and all of its employees and interests.
2. The Chief of Police shall be the custodian of all property in the possession of, maintained by, or provided to the Murphysboro Police Department.
3. The Chief of Police shall be the ultimate custodian of all good, stolen, held, found, or otherwise obtained, received, and controlled by the Murphysboro Police Department and shall be responsible for the disposition of the above items.
4. The Chief of Police, when required, shall prepare monthly, quarterly, and annual reports to be presented to the appropriate authority, regarding the status of the Police Department and it's interests.
5. The Chief of Police shall maintain, or cause to be maintained all suitable records of applicable arrests, charges, and dispositions in a record maintenance system.
6. The Chief of Police shall be responsible for the supervision of any Part Time and Auxiliary Police Officers employed by the Murphysboro Police Department, and shall be responsible for the selection and hire of the above, with consent of the Mayor and City Council.
7. The Chief of Police shall serve as a member of the Jackson County 911 Emergency Telephone Board, and will be the site administrator for the Murphysboro Police Department, attending applicable meeting to protect the interested of the City of Murphysboro.
8. It shall be required that the Chief of Police maintain substantive knowledge of City, State, and Federal laws and ordinances, as well as a substantive knowledge

of the rules and regulations of the City of Murphysboro, and the Murphysboro Police Department.

Qualifications

High School Diploma;
Minimum of 2 year college educations and/or;
Satisfactory experience in a supervisory capacity with a Law Enforcement agency;
Appointment by the Mayor and consenting approval of the City Council.

Knowledge, Ability, and Skills

The preferred candidate for the position of Chief of Police should possess the following;

Thorough knowledge of departmental patrol, policies, rules, regulations and procedures; thorough knowledge of patrol, and investigatory practices and procedures; thorough knowledge of the rules of the court, rules of evidence, and disciplinary rules and regulations The Chief of Police should maintain familiarization with all aspects of the operations of the City of Murphysboro Government. Possess an ability to manage personnel and delegate authority and actions. Monitor and respond to problems within the department and appropriately train and manage the actions of employees. Possess an ability to effectively communicate both orally and in writing, make decisions under pressure, motivate subordinates, and effectively maintain and/or amend any rules, regulations, or orders of the Murphysboro police Department.