



CITY OF ANSON

1301 Commercial Ave
Anson, Texas 79501

A Star of the Texas

Anson Police Chief Job Description

Job Summary

The Police Chief (SHALL) perform administrative, managerial, and technical functions associated with overseeing the activities of the Police Department and enforcing and supervising the enforcement of all City statutes/ordinances and State laws/regulations for which the Police Department is accountable. Duties and responsibilities include planning, coordinating, and directing all aspects of department operations; responding to and directing major calls/occurrences; formulating orders/regulations; developing departmental budget and controlling expenditures; supervising assigned employees; and providing information and assistance to the public.

- **Responsibilities and Duties**

EXAMPLES OF SPECIFIC WORK PERFORMED:

1. Shall establish the department goals, long-range plans, objectives, policies, directives, regulations, and procedures based upon the needs of the City and the Police Department, and continually monitor and evaluate the effectiveness and responsiveness of the department, organize, direct, and control all resources of the department to preserve the peace, and protect persons and property, and enforce ordinances and bylaws of the city, state and federal government. He/she shall conduct regular inspections of the department's facilities, personnel, and equipment and select and discipline all staff of the department in accordance with state and federal laws and City Policies and Procedures. The Chief shall assign work schedules to staff, including coverage by outside agencies when necessary.

2. The Chief shall develop and present, with the aid of the City Manager, the annual Department budget and administer the approved budget in accordance with established policy. He/she shall maintain equipment and personnel at a level consistent with budgeted allocations.

3. The Chief shall perform all regular full-time patrol duties.

4. Responds in emergency situations; directs the department's Emergency Management functions in coordination with the Emergency Management Coordinator.



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- **Qualifications and Skills**

EDUCATION:

- a. Must have a peace officer's license and it must be in good standing.
- b. Must have served as a bona fide law enforcement officer for at least five years.

MANAGEMENT EXPERIENCE:

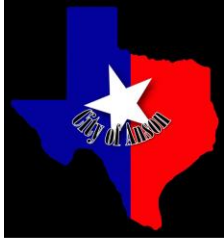
- a. Minimum of three (3) years supervising experience in law enforcement.
- b. Experience with financial management, budget development.
- c. experience with media relations.
- d. Experience in planning and organizational analysis.
- e. Experience with department policy development.

REQUIRED LICENSES AND CERTIFICATES:

- a. Must possess a Texas Peace Officer's License prior to application.
- b. Must obtain IS-100 NIMS, ICS-200 NIMS, ICS-300 NIMS, ICS-400 NIMS, IS-700 NIMS, and IS-800 NIMS courses within first 12 months of employment in this position.
- c. Valid Texas Driver License.

RESIDENCY REQUIREMENT:

- a. Must comply with City's residency requirement of living within or within 5 miles of city limits, as quickly as possible, but not to exceed Time allotted by Council.



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- **APPLICATION PROCESS:**

Applications can be acquired at City hall, 8am to 4pm, Mon-Fri. or

Requested by email: send request or application & resume to citymgr@anson-tx.us, or

City of Anson website: <https://anson-tx.us>

Job Type: Full-time

Salary: \$45,000.00 - \$55,000.00 per year

Benefits:

Employee discount on utility bill

Health insurance

Life insurance

Paid time off

Relocation assistance possibilities

Retirement plan

Tuition reimbursement

Schedule:

8 hour shift

Day shift

Monday to Friday