



TOWN OF MONTREAT

P. O. Box 423, Montreat, NC 28757
Tel: (828) 669-8002 | Fax: (828) 669-3810
www.townofmontreat.org

Title: Town of Montreat Police Chief
Hiring Range: \$70,000 - \$80,000
Date Position Available: Immediately

General Statement of Duties

Work includes the responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents.

About the Organization and Position

The Town operates under a Council/Manager form of government and the Chief of Police reports directly to the Town Manager. Responsibilities include implementing the policies of both the Town Council and the Town of Montreat Police Department. The Town of Montreat is a small community. There is no commercial development in Montreat, not even a traffic light. The typical duties performed by the Police Department are somewhat unique due to the small, primarily residential and other particular characteristics of the Town. The police department is made up of four patrol officers and the police chief – due to the small nature of the department, the chief must be an excellent collaborator and communicator. The department would benefit from the implementation of a career ladder or other opportunities for advancement.

Work also involves a full managerial and supervisory role including the establishment of operations and policy, evaluation and adherence to prescribed standards, and planning for and implementing special law enforcement activities. Work also includes preparing special State, Federal, and local reports, analyzing crime and accident trends; cooperating with other law enforcement agencies, preparing and managing a budget and supervising all department personnel. Work is performed in accordance with departmental policy and State and Federal law. The employee is subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as proximity to moving mechanical parts and electrical current. The employee is evaluated through observation, discussion and review of reports, and through an appraisal of the general effectiveness of departmental operations.



Duties and Responsibilities

Performs all administrative functions to include strategically planning the departmental goals and objectives from a long/short term perspective; projects and develops budgetary needs for the department and provides a justification to management; monitors monthly budget. Recruits, selects, and oversees the training of personnel for the department; advises, directs, and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline. Receives and acts upon inquiries or complaints from the public concerning police activities and services. Supervises internal personnel investigations; establishes policies, procedures and operations; sets priorities; evaluates the department and its personnel. Supervises the preparation of periodic reports of crime and accident activity and police department activities; and analyzes data for trends. Works with the public on crime situations; cooperates with other law enforcement agencies in crime preventions, detection, and investigative activities. Advises the Town Manager and Board on various law enforcement issues. Plans, researches, and procures necessary technology for modern and effective law enforcement. Participates in law enforcement activities as needed including the investigation of crime and the response to calls for assistance. Takes a lead role in directing police activity at significant crime scenes; spot checks routine patrol areas; and observes traffic situations to assist in monitoring effectiveness of operations. Represent the Police Department and the Town in presentations and speeches to civic and volunteer organizations.

Additional Job Duties

Performs other duties as assigned.

Recruitment and Selection Guidelines

Thorough knowledge of law enforcement principles, practices, methods, and equipment. Considerable 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. Considerable knowledge of modern and effective management and supervisory principles and practices including motivation, communications, leadership, conflict resolution, and performance coaching and evaluation. Skill in collaborative conflict resolution. 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. Ability to act with sound judgment in routine and



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emergency situations. Ability to plan and direct special programs and events related to law enforcement. Ability to build and maintain cooperative and effective public relations with the community.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, fingering, grasping, talking, hearing, and perform repetitive motions. Must be able to perform administrative and police work requiring the employee to exert up to 50 pounds of force occasionally, 20 pounds of force frequently, and 10 pounds of force constantly. Must possess visual acuity to perform extensive reading and administrative and computer work.

Desirable Education and Experience

Graduation from college with a degree in criminal justice or police science, supplemented by advanced course work in police administration and considerable supervisory experience of a progressively responsible nature in law enforcement work, or an equivalent combination of training and experience.

Special Requirements

Possession of a valid North Carolina driver's license, or the ability to obtain within 3 months, and completion of the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers. Prefer possession of, or ability to obtain, intermediate, and advanced law enforcement certification by the NC Justice Training and Standards Council.

To Apply

Send a resume and Town of Montreat job application to Savannah Parrish, Town Manager via email to sparrish@townofmontreat.org. Resumes will be accepted until 7/8/2024.

Interviews expected to begin 7/15/2024

Drug Free Workplace/E.O.E.