



**POSITION OPEN
POLICE CHIEF
POLICE DEPARTMENT**

Job Posting Date – January 4, 2018

The City of Conway is seeking an experienced professional with a demonstrated record of professional law enforcement experience, community policing and resource management for the position of Police Chief. This position performs complex professional and administrative work directing all activities of the Police Department; does related work as required. Work is performed under the general supervision of the City Administrator. Supervision is exercised over all Police Department personnel.

Responsibilities include but are not limited to plan, direct and evaluate the operation of the Police department; hire, promote, assign and discipline police personnel; formulate and implement police policies, procedures, rules, regulations and programs; develop annual budget proposals and control budgeted expenses; assume command of police force in emergencies; make periodic public addresses concerning police operations and law enforcement; meet with news media for interviews; issue press releases; attend meetings and serve on committees, boards and agencies related to promoting crime prevention and improving law enforcement; evaluate and implement Federal and State law mandates; advise and assist subordinates with complex police investigations; provide adequate training and development of department personnel; ensure compliance of state training requirements; testify in civil and criminal court as necessary; ensure proper maintenance of department vehicles and equipment; analyze and recommend improvements to equipment and facilities as needed; receive, review and respond to public inquiries, complaints and requests for assistance; remain on call 24 hours per day, seven days per week for emergency response; perform other related task as required.

Minimum Experience and Training: An Associate's degree required; Bachelor's degree preferred; with major course work in law enforcement, public administration or related field and extensive administrative experience of a wide and progressively responsible nature in police service. Requires a minimum of five years in a managerial role within an accredited police department. Possession of an appropriate driver's license valid in the State of South Carolina. Must possess and maintain police officer and firearms certifications. City residency will be required of the successful candidate.

Entry level pay for this position is \$74,395.00

Interested persons should submit an application and resume to Lynn S. Smith, Human Resources Director at P.O. Box 1075 Conway, SC 29528. Applications may be downloaded from the City's website at www.cityofconway.com. This position will remain open until filled.