



TOWN OF KITTERY

Office of the Human Resources Generalist

200 Rogers Road, Kittery, ME 03904

Telephone: 207-475-1332 Fax: 207-439-5407

mparo@kitteryme.org

– OPPORTUNITY –
Police Chief

The Town of Kittery has an opening for a Police Chief. Kittery is widely recognized as the “Gateway to Maine” and known for its scenic beaches, award winning restaurants and outlet stores. Although known as a popular tourist destination, Kittery is also home to many businesses and the Portsmouth Naval Shipyard, and a population of roughly ten thousand residents. Our full-service police department currently employs 20 full-time police officers, 7 full-time dispatchers, and provides 24-hour public safety dispatching for Kittery and the Town of Eliot.

The standard work week for this non-union salaried-exempt position is Monday through Friday. The annual salary will be commensurate with experience within a range from \$85,000 to \$95,000. This position is eligible for medical, dental, life insurance, short-term disability and retirement benefits.

The purpose of this position is to supervise, direct, and manage the day-to-day operations of the Kittery police department. This position reports to the Town Manager. Duties include but are not limited to: supervising staff; directing activities; directing investigations; preparing orders; preparing budgets; preparing and approving training programs; and performing additional tasks as assigned by the Town Manager.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises and evaluates assigned staff; manages employee concerns; directs work assignments, and counsels/disciplines employees, when necessary; provides departmental employee training and development
- Ensures compliance with all laws which the police department, or its officers, have the authority to enforce; organizes, directs, and controls all resources of the department
- Directs the investigation into all cases of alleged misconduct by departmental personnel; disciplines employees, as appropriate
- Prepares all general and special orders of the police department; prepares the police department operations manual; develops and adopts new techniques to improve effectiveness
- Directs the safekeeping of all evidence and property recovered, found, or confiscated
- Prepares the annual departmental budget; controls all departmental expenditures
- Prepares and approves training programs; ensures that duties and responsibilities of employees are being properly discharged; takes action to ensure efficiency and good morale of the department
- Meets with, and ensures the Town Manager is kept informed, in regard to all department activities and emergencies; meets with and maintains visibility with the general public
- Participates in labor relations, including grievances, arbitration, and negotiations
- Utilizes various machines and equipment in the delivery of service, such as police vehicles, computer, telephone, facsimile machine, adding machine, and firearms

- Reviews and receives various reports, documents, and forms, including, billing invoices, vehicle maintenance reports, time cards, investigative reports, crime reports, patrol logs, job applications, traffic accident reports, and year end reports
- Assists other departments, as needed
- Maintains the departmental personnel records system; supervises payroll preparation; directs the development and maintenance of all police records and statistics
- Directs the maintenance of all department vehicles; establishes priorities and goals for the department; maintains harmonious relationships with state, municipal, county, and federal law enforcement agencies
- Establishes priorities and goals for the department; prepares information for the news media
- Performs other related duties as required

Essential Knowledge, Experience, Skills and Abilities

- Associate's degree in police science, criminal law, or related field required; with a minimum of ten (10) years-experience in law enforcement and law enforcement supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position
- Must possess criminal justice academy certification and Maine Criminal Justice Police Chief certification, or have the ability to be certified within 12 months of employment
- Ability to communicate effectively and in an appropriate professional manner, and to convey or exchange professional information
- Ability to establish and maintain effective working relationships with employees, supervisors, other agencies, elected officials, and general public, beyond giving and/or receiving instructions
- Ability to utilize mathematical formulas, and to understand a variety of professional, technical and administrative documentation, directions, regulations, instructions, methods and procedures
- Ability to produce reports that are accurate and complete
- Must possess appropriate driver's license
- Supervisory experience required

Physical Requirements

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must maintain proficiency with firearms issued by the department and as prescribed through the general orders
- Must be physically able to operate a variety of machines and equipment, including, but not limited to: computer, telephone, copier and facsimile machine, adding machine, police vehicle, camera, tape recorder, handcuffs, firearms, and tape measure
- Must be able to move or carry job-related objects or materials. Must be physically capable of pushing, pulling, and lifting relatively heavy objects weighing more than 100 pounds
- Must be capable of exercising self-control and physical effort when confronted with emergencies and potentially dangerous situations involving the use of firearms and physical force
- Requires demonstrated skill and proficiency in the operation and use of an automobile, firearms, restraints, and use of such equipment. Physical demand requirements are at levels of those for heavy physical work
- Work is normally performed in an office environment and outside. Work is performed in an environment with numerous undesirable conditions including noise, dust, heat, and cold. Occasional hazards are those associated with the law enforcement profession such as potential injury or death, dealing with sensitive or explosive situations involving physical and/or mental abuse and stress.

Please complete the application located on our website at www.kitteryme.gov under employment opportunities and submit a cover letter, resume and three professional references to:

Town of Kittery
Attn: Maureen Paro
200 Rogers Road, Kittery, ME 03904
jobs@kitteryme.org

Accepting application packets until August 31, 2018

The Town of Kittery is an Equal Employment Opportunity/Affirmative Action Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.