

THE TOWN OF AMHERST, VIRGINIA



is Recruiting for the Position of
Police Chief

Police Chief – The **Town of Amherst, VA** is seeking a Police Chief and invites qualified and interested individuals to apply. The full position profile (with application procedure), job description, and application form are available at www.amherstva.gov. Applications will be accepted until September 8, 2017. EOE

Community Profile Town of Amherst, Virginia

The Town of Amherst is located along U.S. Route 29 between Lynchburg and Charlottesville, Virginia and is the county seat of Amherst County. The population within the Town's corporate limits is about 2,231 per the 2010 census.



Amherst celebrated the 100th anniversary of its incorporation in 2010. The town developed around the courthouse and railroad depot. Four Amherst County schools are located in or near the Town as well as virtually all county offices including the library and museum. A branch of the Central Virginia Community College is also

located in town. Sweet Briar College borders the Town's corporate limits.

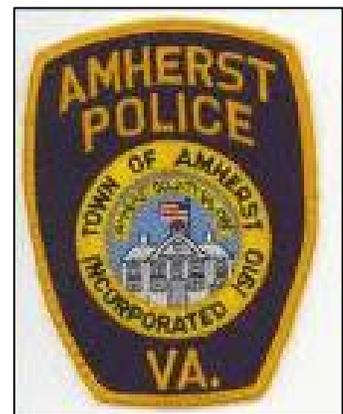
The Government

The Town of Amherst has a five-member Town Council and an independent mayor, and all are elected on a 2-year concurrent cycle in the fall of every even numbered year. The Town Council sets the policies for the operation of the Town's government.

The Department

The Amherst Police Department (APD) is comprised of five sworn officers along with a part-time administrative position. An auxiliary force was recently disbanded pursuant to a change in state regulations. The Amherst Police Department's mission is to preserve the peace and maintain order in the community by:

- preventing crime and protecting people and property,
- investigating criminal activity and apprehending criminals,
- promoting traffic safety,
- educating those it serves,
- working cooperatively to solve neighborhood problems,
- fostering positive relationships and neighborhood self-sufficiency, and
- practicing bias-free recruitment, hiring and promotion, while respecting the rights and dignity of all.



The Department strives to provide the highest quality of police service to maintain and improve the quality of life in the community. The department has a history of building and maintaining strong, effective and mutually beneficial police/community partnerships.

Currently

The Chief will be required to succeed in meeting several challenges as they relate to the Police Department.

The Chief will be expected to invest significant time and energy into staff development and mentoring at all levels to continue to maximize quality, effectiveness and responsiveness.

The Town government is committed to maintaining and enhancing quality in all operating departments. The Chief will be expected to set exemplary standards in performance, responsiveness and customer service.

With its location along Route 29, Amherst is potentially subject to trafficking, narcotics and other transient criminal activity. As demands increase, the Chief will find the need to be creative in approaching crime and traffic related issues. The Chief will be expected to explore intergovernmental initiatives and partnerships to maximize the effectiveness of existing and potentially diminishing resources.

The Chief will be responsible for developing public safety priorities that are consistent with the community's values.

The Chief will be hired by the Town Council but will report to the Mayor or his designee. Town documents - such as the Town's Charter, Code of Ordinances and various policies – are being updated to clarify this new organizational structure.

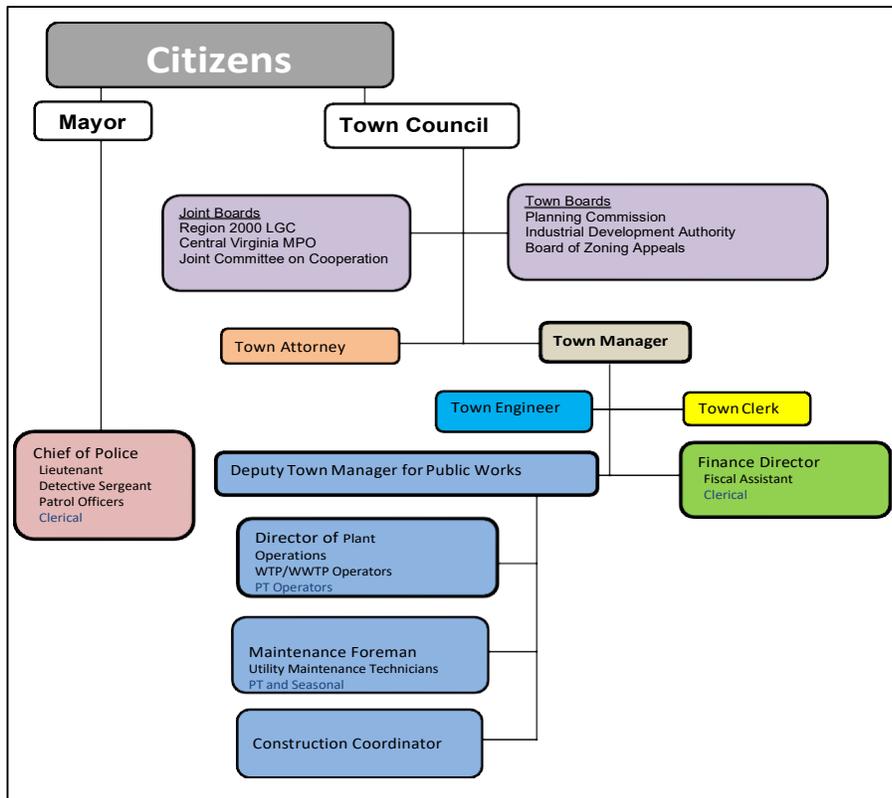
The Chief will be expected to be the Town's primary public safety officer and take a lead role, and be responsible for, all aspects of public safety including emergency management, disaster planning, and coordination with fire and rescue response in addition to traditional law enforcement duties.



Position Profile

The Police Chief position is considered a key member of the Town's senior management team and is recognized as a community leader. The Chief will take command of a police agency that is charged with providing services to a community that has a good residential and retail/commercial mix which creates high and diverse customer service expectations. The Town is seeking an outstanding leader who has the experience, talent and professional commitment and vision to manage and direct the daily operations of the Police Department and provide law enforcement services to its residents and business operators. Highly developed professional knowledge and skills, managerial and administrative competence, maturity of judgment, strong personal leadership, high ethical standards, and the ability to communicate effectively and positively with the organization and the community are essential. It is expected that the Chief will have a strong commitment to customer service, dedication to policing that involves

the community, and an understanding of the importance in managing crime and perceptions of public safety in a small town. **The Town of Amherst Police Chief is expected to be a "working supervisor." This includes being "on the road", writing tickets, serving summonses, filling in shifts due to vacancies, vacations, sick leave, etc.; and working holidays and weekends.**



Candidate Profile

The Police Chief is an extremely important component of the Town's commitment to maintaining an excellent quality of life for the community through efforts to maximize citizen responsiveness, cost effectiveness and results focus of local government. Accomplishing this goal requires an inclusive leadership philosophy and a collaborative approach. Leadership will need to be demonstrated at several levels: as a member of the Town staff, as a leader of the Amherst Police Department, as a participant in regional and state public safety efforts and as an individual who is actively committed to building a better community in Amherst.

The following attitudes, capabilities and demonstrated skills are essential to serve effectively as the Chief of Police in the Town of Amherst:

- A high degree of integrity, open-mindedness, trustworthiness and respect for others.
- A personal and professional commitment to the highest standards of ethical behavior and leadership which will motivate others and set standards of high performance.
- A decisive leader who exercises sound judgment based on personal experience, input from others, clear goals and high values.
- A commitment to policing in partnership with the community, preferably with prior experience in community policing. The Chief will embrace teamwork and work with appropriate town wide resources to provide the highest possible level of customer service and response to community issues.
- A commitment to communicating with all levels of the community, Department and the town organization consistently, accurately and timely. Highly developed presentation and listening skills required.
- An active level of involvement in professional law enforcement organizations and a willingness to maintain a high level of professional networking.
- While willingness to appropriately confront issues and make difficult decisions, an approachable, friendly, open and participatory management style open to and respecting input from employees, is sought.
- High personal energy, a positive approach, and self-confidence.
- The ability to effectively articulate police and public safety-related issues, goals and objectives and the concurrent ability to translate policy decisions into operational action.
- A track record of success in personnel management, to include recruitment, training, discipline, performance evaluation and career development, with the ability to effectively delegate authority and responsibility while maintaining appropriate levels of accountability and operational control.
- The ability to manage budgets and resources in a cost-effective manner and creativity in maximizing available resources through grants, intergovernmental cooperation and prioritization of existing needs.



- An advocate for the men and women of the police department while understanding the department's role in the larger Town organization.
- An understanding of the political process while avoiding personal involvement in political issues.
- Personal and professional integrity of the highest order, demonstrated in both the candidate's public and private life.

Town of Amherst police officers are required to live within two miles of the corporate limits of the Town of Amherst within ninety (90) days of employment and continue to live within that area as a condition of continued employment. The minimum qualifications are contained in the attached position description.

Compensation

The compensation package for the Chief of Police will be market competitive and depend upon experience and qualifications of the individual selected. Reasonable relocation expenses are available, if needed. The anticipated hiring range is \$65,000-\$80,000 per year. A generous benefit package includes: retirement and life insurance through the Virginia Retirement System (VRS), including Law Enforcement Officers Retirement System (LEOS) benefits, 100% Town funded medical and dental coverage for the employee with optional dependent coverage paid by the employee, access to a 457 Deferred Compensation Plan, paid holidays, vacation and sick leave and other benefits such as uniform allowance, mobile telephone allowance and take-home vehicle.

Application & Selection Process

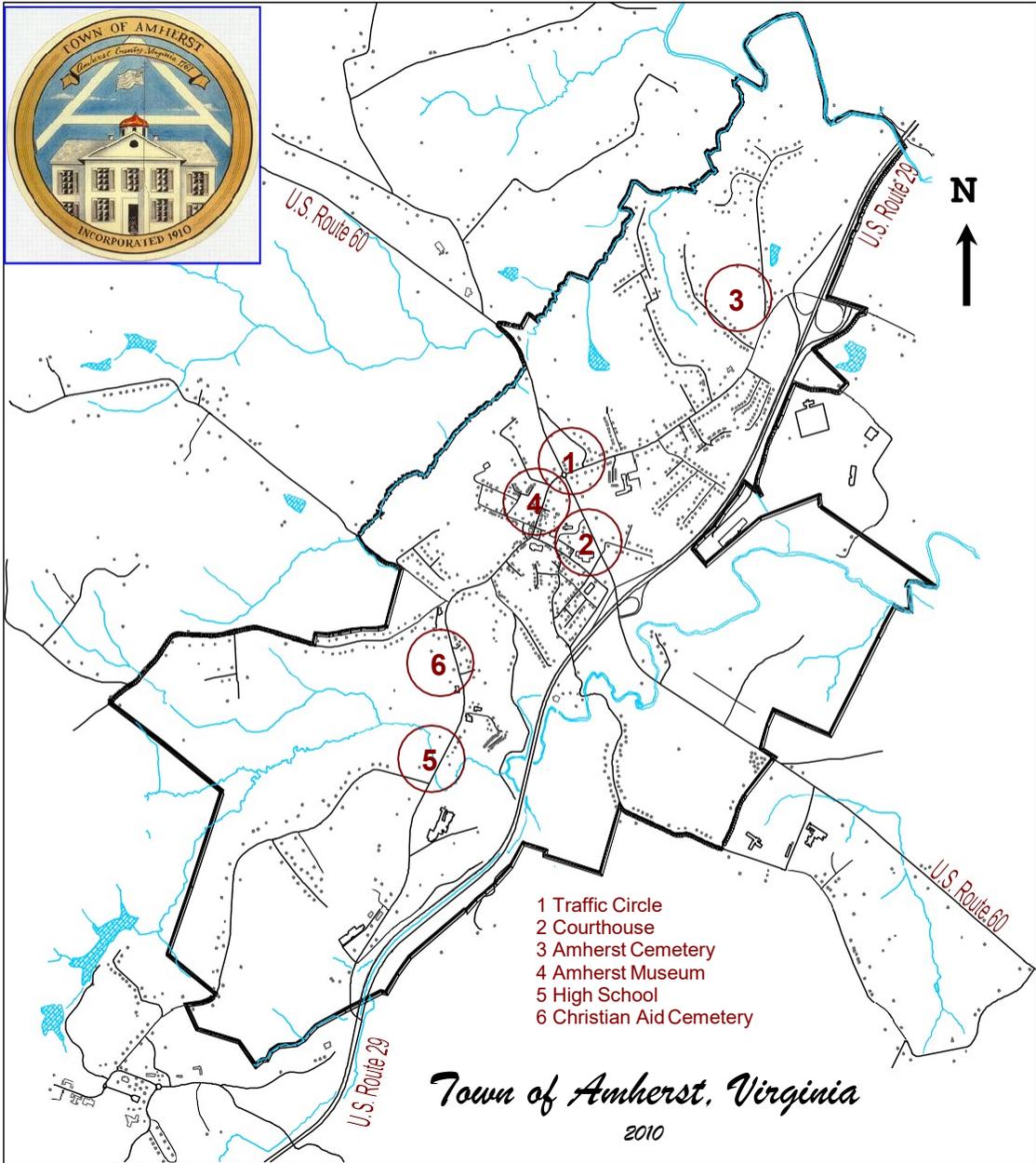
Resumes will be accepted but will not be considered a complete application for the position. Qualified candidates should submit completed Town of Amherst job application and personal history statement forms (available at www.amherstva.gov) to:

Town of Amherst
 P.O. Box 280
 Amherst, VA 24521
 Attn: Mayor Dwayne Tuggle



This position is open until filled; however, applications not filed by the deadline listed in the advertisement on the cover may not be reviewed. Following the first review date, applications will be screened according to criteria outlined herein. Additional screening, testing and interviews follow. Applicants are subject to reference checks, financial investigation, driving and criminal history checks, drug screening and other testing. *The Town of Amherst is an Equal Opportunity Employer.*





Chief of Police

Department: Police

FLSA Status: Exempt

General Definition of Work

Performs complex advanced protective services work planning, organizing and directing police operations, ensuring that laws, regulations and procedures are followed, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Mayor or his designee. Departmental supervision is exercised over all personnel within the department.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Recruits and recommends hiring of department personnel; coaches, trains, counsels, assigns, schedules, directs and evaluates the work of subordinates; evaluates staff performance; and recommends rewards, transfers, promotions, discipline, suspensions, demotions and terminations of subordinates.

Plans, implements and maintains effective customer relations and public education programs. Prepares reports and maintains files and records.

Serves as a liaison between local and State law enforcement officials.

Assumes command at emergencies, serious crimes, and accidents; coordinates emergency response of police, fire and emergency personnel at critical incident scenes.

Plans and directs training in compliance with the Virginia Department of Criminal Justice; serves as the primary law enforcement instructor, range master, and armorer for the department.

Maintains the firing range; maintains inventory of all department equipment.

Develops and administers the annual department operating and capital budgets; monitors expenditures; seeks financial assistance through researching and preparing grant applications.

Participates in professional law enforcement associations; attends conferences and other events.

Attends Town Council meetings; provides department updates; attends other meetings as required.

Performs regular patrol duties as necessary.

Knowledge, Skills and Abilities

Comprehensive knowledge of the laws, rules and regulations relating to the administration of criminal justice and law enforcement; comprehensive knowledge of scientific methods of crime detection, criminal identification and radio communication; comprehensive knowledge of controlling laws and ordinances; comprehensive knowledge of various training and equipment manuals; comprehensive knowledge of preparing reports and related documents; comprehensive knowledge of the use of the equipment required for the position (e.g. radios, radar, firearms, OC spray, Taser, police vehicle, etc.); comprehensive knowledge of the use of law enforcement data bases (e.g. NCIC/VCIN, Law Enforcement Exchange System, etc.); thorough knowledge of the geography of the Town and location of important buildings; thorough knowledge of the use of standard office equipment and associated software; general knowledge of the use of standard accounting software; demonstrated ability to lead and direct the activities of law enforcement

Chief of Police

personnel; ability to evaluate the effectiveness of the police operation and to institute improvements; ability to communicate complex ideas effectively in both oral and written forms; ability to exercise resourcefulness and sound judgment in emergencies; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to perform cosine trigonometry in teaching radar courses; demonstrated integrity; tact; ability to analyze complex police problems and to adopt quick and effective reasonable courses of action; ability to establish and maintain effective working relationships with elected and appointed officials, outside law enforcement agency representatives, associates and the general public.

Education and Experience

Bachelor's degree with coursework in criminal justice, public administration, or related field and considerable experience in law enforcement, with considerable experience in a supervisory capacity, or equivalent combination of education and experience.

Physical Requirements

This work requires the regular exertion of up to 25 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Possession of Virginia Department of Justice Services State Certified Law Enforcement Officer certification upon employment.

Valid driver's license in the Commonwealth of Virginia, or the ability to obtain within 30 days of employment.

*Last Revised:
8/10/2017*