



Village of Taos Ski Valley

Job Description

Job Title:	Police Chief	Job Code:	500
Division:	Administration	Effective Date:	04/04
Department:	Public Safety	Last Revised:	01/16

GENERAL PURPOSE

As the Police Chief, performs **professional, administrative and managerial** duties related to public safety planning, organizing, directing, and controlling the enforcement of federal, state and local laws, and provides support to fire protection operations, and emergency medical services needed to preserve the peace and protect citizen rights and property and render emergency medical care.

SUPERVISION RECEIVED

Works under the general supervision from the Village Administrator.

SUPERVISION EXERCISED

Provides general supervision to Public Safety Officer(s). Provides support and policy guidance to Fire and EMS division heads.

ESSENTIAL FUNCTIONS

Plans, coordinates, supervises and evaluates department operations; researches, writes, establishes, and evaluates department policies and procedures to implement executive and legislative directives from the Mayor and Village Council; develops organizational structures including lines of authority, responsibility and communication in order to carry out the policies and goals for Village law enforcement; revises organizational structure as required.

Serves as community liaison as needed to communicate and promote department philosophy, methods, and practices; interacts with community and business leaders, elected officials, state and local law enforcement agencies and federal agencies as needed to cooperate in the solving of mutual concerns and problems.

Coordinates media relations; in cooperation with Village Administrator, oversees the release of all public information; screens and reviews all public announcements and communications to assure compliance with department policy, decisions and protocol; monitors general activities of the department to assure compliance with standard operating procedures.

Prepares and administers department budget; presents budget proposals to village management; monitors compliance with established fiscal guidelines and limitations; oversees the development of specifications for the acquisition of department equipment; prepares all purchase orders and requisition forms; orders equipment, supplies and large budget expenditures; verifies costs incurred by the department; insures payrolls are submitted promptly and accurately.

Oversees personnel functions of the department; establishes DPS policies; works with the Village Administrator and Human Resources manager to evaluate and recommend: hiring, firing, promoting, demoting, department personnel; maintains departmental discipline; handles grievances and disciplinary matters related to work assignments, interpersonal relationships, officer conduct and general behavior; evaluates and assures delivery of necessary training needed by the department.

Directs and conducts departmental strategic planning; researches law enforcement programs and practices and implements strategies in order to better carry out policies and goals; conducts program evaluations and formulates action to upgrade a departmental efficiency and capability as needed. Can provide input, advice, or review of fire and emergency medical programs and practices.

Maintains records management of legal documents that provide for the proper evaluation, control and documentation of public safety department operations.

Coordinates with county, state and federal law enforcement officers as appropriated where activities of the Public Safety Department are involved.

Attends conferences and meetings as required to keep abreast of current trends in the field; represents the Village Taos Ski Valley in a variety of local, county, state and other board meetings (Taos DWI Planning Committee, Taos Crime Stoppers, Taos County E911 Board of Directors, Taos County Local Emergency Planning Committee (LEPC)). When Fire or EMS Heads are unavailable, stands in as Village representative with the Enchanted Circle Regional Fire Protection Association and Enchanted Circle EMS Association.

Reports/updates Village Administrator regularly on public safety issues, occurrences, and concerns; prepares and submits periodic reports to the Village Administrator regarding the Department's activities and prepares a variety of other reports as appropriate. Prepares monthly: Uniform Crime Report (UCR) for Federal reporting requirements, and Council report of DPS activities. Prepares ISO reports as required. Supports Fire and EMS Heads in reporting FEMA Fire Activity reports and EMS patient chart reports to State of New Mexico.

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Directs the investigation of major crime, and will assist Fire Chief with fire scene investigations. Performs or covers shift enforcement duties; patrols the village; provides 24 hour on-call policing. Coordinates and responds to fire and emergency medical response service.

Other Duties: Coordinate Virtual Academy on-line law enforcement training and manages DLA-1033 program. Prepares and submits annual PERA volunteer report.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a bachelor's degree in public administration, law enforcement, fire science or related field;

AND

B. Eight (8) years of progressively responsible law enforcement or public safety experience; three (3) years of which must have been in a supervisory capacity;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Thorough knowledge of law enforcement, fire prevention and emergency medical practices, methods and techniques; laws, ordinances, codes, and regulations effecting goals, objectives, and department operation; legal and political environment associated with public safety administration; federal, state, county and village ordinances; principles of public safety administration; investigative procedures and practices; legal liabilities associated with arrest and law enforcement; court room procedures and laws of evidence; principles of effective supervision and employee motivation, interpersonal communication skills and public relations; budgetary practices and procedures and fiscal management; local geography, road systems, and boundaries; standard first-aid administration. **Working knowledge of** English, grammar and technical writing skills.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and management; evaluation of tactical and operational requirements of law enforcement situations, and emergency medical incident management; the proper use and care of firearms and familiar with the operation of other special police equipment; the management of sensitive law enforcement issues and interdepartmental conflicts. **Skill in** fire prevention, fire suppression, and emergency medical practices and safe, proper operation of the tools and equipment; communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and provide and receive work direction; skill in organization and prioritizing.

Ability to administer and coordinate on village-wide comprehensive public safety program; exercise sound judgment in evaluating situations, and in making decisions in emergency situations; assure compliance with and follow safety practices and procedures common to public safety work; communicate effectively verbally and in writing; establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organization, private businesses and the public.

3. Special Qualifications:

Must possess a valid New Mexico driver's license. Must possess and maintain a state of New Mexico Law Enforcement Certification. A certified Paramedic is preferred however EMT certification is required. May be required to be or become a certified Emergency Vehicle Operator (EVO). May be required to attain New Mexico State firefighter certified, Level II, Including HazMat Awareness and Operations, NFPA 1001 standards. May be required to complete various "critical care" specialty courses and training, i.e., Trauma course completion (PHTLS, ITLS, TNCC or TNATC), pediatric course completion (PALS, NRP, PEPP, PPC, or ENPC), and a medical life support course (AMLS).

Must reside within thirty miles of Village Limits. The mileage shall be calculated as driving distance from the employee's main residence to the Village Offices.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain related to walking, standing, stooping, sitting, reaching, and lifting. The employee must occasionally move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Talking, hearing and seeing or an alternative form of effective communication essential to job performance. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Periodic exposure to life threatening or hazardous situations that are inherent to the job.

If options for Village housing exists, housing provided may be considered as part of the employee's compensation

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

Employee