



CITY OF KENT, OHIO

CIVIL SERVICE COMMISSION ■ 319 S. WATER ST. ■ KENT, OHIO 44240 ■ 330-678-8101

THE KENT CIVIL SERVICE COMMISSION ANNOUNCES AN OPENING FOR THE POSITION OF **POLICE CHIEF** OF THE KENT POLICE DEPARTMENT

Examination Date/Time: To Be Determined
Salary Range \$101,842 - \$142,925

Applicants should submit a completed City of Kent application (www.kentohio.gov/our-government/job-opportunities), along with a resume, documentation of educational requirements detailed in Section V, and any other relevant documentation to civilservice@kentohio.gov.

A Police Chief Competitive Examination will be scheduled and applicants will be notified via email of the date, time, and location of the exam.

I. RESPONSIBILITY

Under the supervision of the Safety Director, and subject to policies established by City Council, the Police Chief administers the affairs of the Police Department in the enforcement of laws, ordinances and regulations for the protection of persons and property. Oversees daily operation and acts as the primary spokesperson for the department. Performs other job-related work as required.

II. TYPICAL TASKS

Administers the affairs of the Police Department by discharging all duties required by state and federal law, city ordinances and rules and regulations of the department; by reviewing and studying operations, policies and directives and instituting changes within the scope of authority; by recommending changes to ordinances and proposing new ordinances and statutes when appropriate; by cooperating with courts, state and federal law enforcement agencies in the apprehension and detention of wanted persons and criminals, in recovery of stolen property and in all other matters of mutual interest; by meeting with judges and prosecutors concerning application and interpretation of new laws. Oversees the daily operation and performs long-range planning for the department by maintaining a system of accounts and annual budget for fiscal administration; by establishing short and long range plans for department operations and growth, by maintaining inventories, maintenance schedules, preparation and specification for all Police Department equipment; by establishing a system of records and report retention; and by administering and supervising all human resource matters within the department which includes having full responsibility for the general conduct of sworn and civilian personnel in accordance with Civil Service procedures and/or collective bargaining agreements, interpreting departmental rules, regulations and policies to employees, and establishing and overseeing all training programs.

Acts as primary spokesperson for the department by projecting a positive image of the department within the community; by speaking on behalf of the department to City Council, the Safety Director, City Manager and other departments within the City; by making public addresses, meeting with

representatives of news agencies, speaking with citizens and carrying out other activities in dealing with the public; by administering matters relating to collective bargaining agreements and union and non-union employees; by serving on boards and committees as necessary.

III. WORKING CONDITIONS

The working environment of the Police Chief includes some exposure to conditions not found in a typical office setting. These conditions include, but are not limited to, exposure to hazardous situations and environments with potential to cause serious injury, illness, disability or death, such as working with people who are armed, belligerent, unclean, ill, intoxicated or otherwise influenced by mind altering substances; physical contact with verbal abuse. The working environment also includes exposure to mental demands which can be heavy and exacting and include complex, changing problems which cannot be anticipated.

IV. NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

The Police Chief must possess excellent communication skills, which includes the ability to project clear and distinct speech; to visually and audibly monitor and respond to emergency calls; to receive and relay information verbally and in writing; to command and administer the affairs of the department and to supervise the work of others; to assign, check, and maintain work flow; to establish and maintain positive working relationships within the department, with city officials, and with the public. The Police Chief must possess knowledge of methods in police administration; of police equipment, apparatus, and methods; of geography of the City and surrounding areas; of controlling city laws, ordinances, and regulations of the Police Department. The Police Chief must possess the ability to drive; to assign and/or carry out complex oral and written instructions; to plan, assign, and coordinate service and training activities; and must possess abilities in the area of mechanical aptitude, mathematics, and reading comprehension. The Police Chief must exhibit a high degree of resourcefulness, independent judgment, initiative and aptitude for long range planning. The Police Chief must be in good physical condition, which includes the ability to use force to manipulate objects and equipment in excess of 50 pounds.

V. NECESSARY EDUCATION, TRAINING, AND EXPERIENCE

Six (6) years of progressively responsible experience in police supervision or administration. Completion of a bachelor's degree with specialization in police science, public administration, or a related field is desired.

Completion of one of the following programs/certificates/courses is required:

1. Ohio Association of Chiefs of Police Certified Law Enforcement Executive
2. FBI National Academy
3. Public Safety Leadership Academy-in residence program through Ohio State Highway Patrol in conjunction with The Ohio State University
4. Northwestern School of Police Staff and Command
5. Southern Police Institute (University of Louisville)-Any 1 of 3 below:
 - a. Administrative Officers Course
 - b. Advanced Leadership Course
 - c. Command Officer Development Course

VI. SPECIAL REQUIREMENTS

Must possess a driver's license and have driving record sufficient to meet City insurance carrier standards and the guidelines of the City of Kent Motor Vehicle and Safety Usage Policy.

VII. ESSENTIAL FUNCTIONS

1. Administers the affairs of the Police Department in the enforcement of laws, ordinance and regulations for the protection of persons and property by discharging all duties required by state and federal laws, city ordinances and rules and regulations of the Department.
2. Oversees daily operation of Police Department by reviewing and studying operations, policies and directives and instituting changes within the scope of authority; by recommending changes to ordinances and proposing new ordinances and statutes when appropriate.
3. Administers all matters relating to human resources, including overseeing the selection, development and retention of sworn and civilian personnel according to Civil Service procedures and/or collective bargaining agreements.
4. Acts as the primary spokesperson for the department and maintains positive working relationships within the department, with city officials, and with the public.
5. Coordinates short and long term planning for department operations and growth.
6. Maintains a system for fiscal accounting and prepares annual department budget.
7. As the Chief, provides clear and consistent leadership direction, is able to make hard decisions and follow through on those decisions in the pursuit of the best interests of the department and the community, fosters a culture of collaboration and accountability, and provides a unifying vision for the employees and the community in understanding the role of police services in achieving the highest standards and outcomes of public safety.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment contract and is subject to change as the needs of the employer and requirements of the job change.

The City of Kent provides equal employment opportunities and does not unlawfully discriminate on the basis of age, race, color, religion, sex, national origin, ancestry, military status, familial status, disability, gender identity, or sexual orientation in all employment practices in accordance with applicable federal, state and local laws.