

The City of Buffalo is accepting applications for a Police Chief until September 22, 2023. Please include a resume, qualifications, and certifications with your application. Applications are available at City Hall, 115 S Maple Street. The City of Buffalo does not discriminate on the basis of race, color, gender, national origin, religion, age and disability in employment or the provision of services.

417-345-2701

## **Chief of Police – City of Buffalo, MO**

### **Job Description**

**General Statement of Duties:** Performs responsible professional, administrative and supervisory tasks in directing the operation and activities of the Police Department. Further the City expects the Chief to take an active role in the community by running patrol shifts. The Chief of Police is responsible for the preservation of peace within the community; protection of life and property; and enforcement of city ordinances, state, and federal law (when applicable).

**Supervision:** This is an at-will position with annual appointment by the Board of Alderman supervised by the Mayor which includes adherence to federal, state and local laws, policies and procedures. Additionally, the Chief of Police is expected to report to the Board of Alderman during their monthly Board meeting and carry out the requests of the Board of Alderman as made in any called Board Meeting.

**Qualifications:** Meet all requirements as a Commissioned Police Officer of the City of Buffalo, Missouri. Associates degree with emphasis in law enforcement or related field.

**Experience:** Five years of law enforcement experience with at least three years of supervisor responsibility.

**Knowledge Required:**

- Working knowledge of the theory, principles, practices, and techniques involved in the administration of public safety rules and regulations, police administration, criminal justice, modern patrol techniques and crime prevention and community policing.
- Working knowledge in the interpretation and application of pertinent City, State, Federal laws, rules, ordinances, guidelines, or principles relevant to law enforcement activities.
- Working knowledge of the development and monitoring of budgets and in the principles of public administration, purchasing and public records.
- Working knowledge in managing, supervising, training, evaluating, and directing the work of others.
- Working knowledge of effective community and public relations methods and practices.
- Working knowledge of safety regulations, procedures, and practices in law enforcement.
- Working knowledge in grammatical form and usage.
- Above average cognitive skills.

**Essential Job Duties:**

- Plan, organize, coordinate, and direct the operation of the Police Department, its personnel, and the law enforcement activities.
- Employ sound judgment and discretion.
- Establish and maintain an effective working relations with Mayor, Board of Alderman, other department heads, and general public.
- Plan, implement and manage department budget and programs.
- Understand, interpret, and apply pertinent Federal, State or City procedures, policies, and rules.
- Develop effective and appropriate policies, procedures, and controls.
- Ensure the safe, ongoing, and lawful operation of the City's law enforcement activities.
- Effectively use basic law enforcement and office equipment.
- Serve on-call evenings and weekends and respond to Police Department emergencies when called.
- The Chief is expected to work duty shifts alongside officers and in place of other officers.
- The Chief shall be responsible to ensure overtime stays within budget restrictions which may require covering shifts of officers when short-handed.

**Compensation Rate:** Upper Management

The City of Buffalo is a Fourth Class City operating under a Mayor - Board of Alderman type of government. There is no City Administrator.

In September 2014, the Board of Alderman adopted pay charts for all full-time city employees. The pay range for Police Chief is \$50,257.08 - \$56,829.41. The new Chief will be put on the pay chart based on experience.

Health Insurance - Eligible 1st of month following thirty days of employment - City pays employee premium (\$666.02 per month)- Anthem network \$2500 deductible

To add children - \$632.72. per month; spouse - \$699.32 per month; family - \$1015.68 per month.

Dental Insurance – Eligible 1st of month following thirty days of employment - Employee pays premium \$30.06 per month

To add children - \$62.44 per month; spouse - \$59.49 per month; family - \$95.28 per month.

Vision Insurance - Eligible 1st of month following thirty days of employment - Employee pays premium \$8.36 per month

To add children - \$21.28 per month; family - \$32.50 per month.

Flexible Spending Account - After Completing 6-month probation employees are eligible to participate – Insurance premium, Medical and Dependent Care Accounts are available. Enrollment is annually in December for plan year start date of January 1.

Basic Life & AD &D - Provided by City in sum of \$15,000. Additional amounts and family coverage is available at enrollment or annually during open enrollment in May.

Retirement - The City is part of the Missouri Lagers 4% of your wages is contributed. The City is currently on L-6 plan. Optional participation in VOYA retirement which is payroll deducted 457 plan.

Vacation - Accrued on monthly basis - Can't take during first six months. 1 year = 1 week; 2 years = 2 weeks, 7 years = 3 weeks; 15 years = 4 weeks.

Short Term Sick - Accrued on monthly basis. Can't take during first six months. 4 hours per month.

Long Term Sick - Accrued on monthly basis. Can't take during first six months. 4 hours per month.

Holidays - 10 days per year specified by ordinance.

Duty Uniforms - Purchased on as needed basis. Duty weapon not provided.

Local Gym Membership - Paid for employee.