The City of Drexel is accepting applications for the position of Chief of Police. Applicant must have a high school diploma or GED, current Missouri POST certification and possess a valid Missouri Driver’s license.  Compensation package is based upon qualifications and experience.  To obtain an application in person, visit the Drexel City Hall, 137 E. Main St, Drexel, MO 64742. For questions concerning the position, call Patty at 816-619-2323.  All completed applications and resumes can be turned in at City Hall or emailed to the City Administrator at [cityofdrexel@gmail.com](mailto:cityofdrexel@gmail.com). Applications will be accepted until the position is filled.

**Job Description – Chief of Police**

The Chief of Police performs various functions in keeping the Police Department running efficiently and embodies a good relationship between the constituents of Drexel and the Police Department.

The typical duties, tasks, and responsibilities associated with the role of a police chief include, but are not limited to:

* Ensure total adherence to the policies, rules, and regulations of the department by all personnel.
* Establish and maintain a healthy working environment for all personnel.
* Prepare the annual budget for the department.
* Ensure increased efficiency and effectiveness of the department by developing procedures, methods, and policies.
* Ensure personnel are continuously and well trained.
* Work with employees, if necessary to ensure efficient performance of assignment.
* Assist with approval to the creation of all work schedules and their adoption.
* Ensure all City equipment such as communications systems and department vehicles are operated efficiently and appropriately.
* Ensure a positive attitude and goodwill among personnel, and provide motivation and guidance to subordinates.
* Ensure and initiate good public relations with community agencies and citizens.
* Carry out research on law enforcement trends and how they affect the community.
* Seek other sources of funding for departmental programs and equipment by writing grant, etc.
* Responsible for the documentation and accounting of all activities of the department.
* Carry out administrative duties such as responding to inquiries, attendance of meetings, completion of various reports, revision of reports and statistics, and approval of invoices and department payroll.
* Prepare period reports concerning activities of the department for the Mayor and Board of Alderman, as well as various reports like the yearly report of departmental activities.
* Ensure effective communication process with the Mayor, Board of Alderman, and City Administrator.
* Responsible for supervising the work of management-level personnel in the Police Department following established policies and relevant laws.
* Responsible for assisting with interviewing and hiring employees, as well as providing the required and effective training to them.
* Ensure work is planned, assigned, and supervised adequately for efficient delivery.
* Assist with preparing work schedules and give approval for time utilized.
* Appraise employees’ work performance and reward or discipline employees appropriately.
* Respond swiftly to employees’ complaints and provide necessary solutions to the problem.

**Requirements and Qualifications – Chief of Police**

* Have five years of related work experience and/or training. Equivalent combination of experience and education me be acceptable.
* Possess current Missouri POST certification.
* Experience working in a supervisory role in a police department.
* Basic knowledge of word and excel.
* Strong knowledge of and ability to implement modern methods, practices, and principles of police investigation, organization, and administration.
* Excellent knowledge of all relevant laws, including City, State and Federal laws for efficient and effective leadership of the police department.
* Strong ability to review the operations of the Police Department, discover weaknesses, and effect improvement.
* Knowledge of all Police Department rules and regulations, policies, and procedures.
* Detailed knowledge of the geography of the County and City.
* Strong ability to skillfully operate departmental vehicles and equipment.
* Strong decision-making skills to be able to make the right decision quickly within established guidelines and protocols.
* Detail-oriented with strong understanding of report writing and accounting practices and principles.
* Strong ability to develop and maintain cordial relationships with vendors, residents, as well as with other Law Enforcement Agencies.
* Strong crisis resolution ability to be able to resolve disputes.
* Ability and initiative to keep relevant certifications, licenses, and all in-service requirements current.
* Strong ability to operate office machines, including computers, copy machines, printers, fax machines, and scanners effectively.
* Strong communication skills, to write and speak fluently in English.
* May be required to live within seven (7) miles of the Police Headquarters