WAUCHULA POLICE DEPARTMENT
ASSISTANT CHIEF OF POLICE
JOB VACANCY NOTICE

The City of Wauchula is seeking a proven law enforcement leader to serve as its Assistant Chief of Police. The desired candidate will be an enthusiastic and committed professional dedicated to community-oriented policing strategies and have an outstanding ability to work with and develop teams. The Assistant Chief of Police performs complex professional and administrative work assisting with the planning, organization and direction of the operations and activities of the Wauchula Police Department. The work is performed under the administrative direction of the Chief of Police, but extensive leeway is granted for the exercise of independent judgment and initiative. The desired candidate is required to maintain effective working relationships with the Chief of Police, City Manager, City Commission, other city personnel, representatives of a variety of State, Federal, and municipal agencies, media representatives, and the public. Principal duties are performed in a general office environment, and in a variety of emergency and non-emergency situations which may involve exposure to potential personal danger.

The full job description can be viewed at: http://bit.ly/AssistantChief

ESSENTIAL JOB FUNCTIONS

- Plans, evaluates, develops, and monitors goals and objectives for the Department.
- Develops budgetary requests and maintains fiscal control for the Department.
- Reviews orders, policies, and procedures, providing input and recommendation to the Chief of Police.
- Assists in the selection, staffing, productivity, performance, and discipline of Department personnel.
- Assists in the planning, organizing, staffing, and supervision of all activities for the Department.
- Assists as a primary information resource for the public through personal contact at social functions, in civic meetings, by phone and correspondence, and for the media through newspaper radio and television.
- Prepares employee performance evaluations for Department supervisors and reviews training of all Department personnel to ensure maintenance of a high level of professionalism.
- Performs all related duties and responsibilities as the agency Accreditation Manager.
- Conducts inspections as required by General Orders and oversees all Department inspections and inventories.
- Performs statistical research, evaluates, and analyzes findings, and can form appropriate conclusions to be incorporated into a Staff Study document.
- Possess knowledge of effective management practices.
- Performs as the Department Public Information Officer in the absence of the Chief of Police.
- Responds to major emergency scenes and performs as the Incident Commander in the absence of the Chief of Police.
- Evaluates the need for and makes recommendations to the Chief of Police for the purchase of

new equipment and supplies and/or building construction or repair.
- Receives, processes, and disposes of both internal and external complaints.
- Assumes duties of the Chief of Police in his absence.
- Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of the laws, rules, and court decisions 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 federal, state, and local laws and ordinances.
- Comprehensive knowledge of the geography of the city and location of important buildings.
- Comprehensive knowledge of the accreditation process through the Commission for Florida Law Enforcement Accreditation.
- Demonstrated ability to lead and direct the activities of law enforcement personnel.
- Comprehensive knowledge of budgeting development principles
- Ability to establish and maintain effective working relationships with City officials, law enforcement agency officials, and the public.
- Ability to evaluate the effectiveness of the police operation and to institute improvements.
- Ability to prepare and review reports.
- Demonstrated resourcefulness and sound judgment during an emergency.
- Ability to demonstrate integrity and tact.
- Comprehensive knowledge in Microsoft Office Suite to include Word, Excel, PowerPoint, and Outlook.

EDUCATION AND EXPERIENCE:

- Bachelor's degree (B.A. or B.S.) from a four-year college or university with 10 years of law enforcement experience with a minimum of 5 years in a supervisory capacity; or equivalent combination of education and experience.
- Graduate of a nationally recognized leadership or management course such as the FBI National Academy, University of Louisville Southern Police Institute Command Officer Development Course or similar program is preferred.

SPECIAL REQUIREMENTS:

- Possession of a valid State of Florida driver's license.
- Must meet and maintain minimum training and experience qualifications as established for the position by the Department and/or the State of Florida Statute Chapter 943.
- Must be a Certified Police Officer.
- Possession of a current certification as both a general instructor and high-liability instructor through the Criminal Justice Standards and Training Commission is preferred.

COMPENSATION AND BENEFITS:

The salary range for this position is $59,820.80 - $95,638.40 and is negotiable and commensurate with experience. The City of Wauchula offers an excellent benefits and paid time off package.

SELECTION PROCESS:

Interested candidates will be required to submit the following before 5:00pm (EST) on September 30th, 2021(Initial Screening Date):

- A Wauchula Police Department employment application which can be found at: http://bit.ly/WPDApplication
- A cover letter describing how the applicant meets the required education and experience.
- A detailed resume which summarizes educational preparation and professional experience for the position.
- Three letters of recommendation which reflect relevant experience.
- College and/or university transcripts showing the awarded/conferred degree to demonstrate the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Incomplete application packets will not be considered. A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for the position does not assure the applicant of an interview.

INITIAL SCREENING DATE:

Complete application packets will be accepted until the position is filled; however, those submitted by 5:00pm (EST) on September 30th, 2021, are assured consideration. Application packets can be submitted electronically to employment@wauchulapolice.com or mailed to:

Wauchula Police Department
ATTN: Chief John M. Eason
128 S 7th Ave
Wauchula, FL 33873

The Wauchula Police Department complies with EEO, ADAAA, & Veterans Preference.
The Wauchula Police Department is a Drug Free workplace.