

Description

The Town of Kenneth City, FL is Seeking a Police Chief

Anticipated salary range: \$72,000 to \$88,000 (DOE) with outstanding benefits

The Town of Kenneth City (Population 5,050) is geographically located eight miles north of downtown St. Petersburg, in south-central Pinellas County. Kenneth City is one of 24 independent municipalities in Pinellas County, the most densely developed county in the state of Florida. Pinellas County is the westernmost county in the Tampa Bay Metropolitan Statistical Area (MSA), which is comprised of Pinellas, Hillsborough, Pasco, Polk and Manatee Counties. The Town's branding statement of being a "Safe, Friendly, Small Town" is further enhanced by being 15 minutes from area beaches, 10 minutes from downtown St. Petersburg, and 25 minutes west of Tampa International Airport. Named after Kenneth Colen, who's late father developed the original community in 1957, Colen later developed two of the state's premiere active senior adult communities of On Top of the World (OTOW) in Clearwater, and Ocala. The Town of Kenneth City thrives in its suburban role as a residential community consisting of 1,300 solidly built homes on larger treed lots, many of which are situated on the Town's intricate network of 10 interconnected stormwater ponds and lakes. In 2020, the Town witnessed the highest increase in ad valorem property values (11%) of all the other 24 municipalities located throughout the County, which further enhances a high quality of life for residents and business owners.

In 2013, the Town transitioned from a Strong-Mayor to a Commission-Manager form of government. Citizens elect a single Mayor-Councilmember for a 3-year term, and four (4) Town Councilmembers at large, to serve overlapping 2-year terms, and one of which is appointed as Vice Mayor for a 2-year term. The Town Manager appoints all administrative and professional employees, and is responsible for a \$5.2-million fiscal year budget. Reporting directly to the Town Manager, the Town of Kenneth City Police Chief performs highly responsible administrative law enforcement work including planning, organizing and directing the activities of the Department in accordance with federal, state, and local laws, and accepted police practices. With an annual budget of \$1.46-million, the Chief is also responsible for the effective, efficient and responsive operations of the KCPD by providing inspirational leadership, effective management of activities, measures, programs and services designed to prevent crime, protect lives and protect property, maintain, and restore order when necessary. The chief must reside within the Tampa Bay MSA. In 2020, the Kenneth City Police Department obtained full accreditation from the Commission of Florida Law Enforcement Accreditation, awarded for exercising and demonstrating "best practices."

Additional information

For more information about the Town visit the Town of Kenneth City website at www.kennethcityfl.org. A copy of the police department's annual report is available at <https://www.kennethcityfl.org/police-records/pages/annual-community-report>.

Applying

For those meeting the requirements, as outlined in the job description on the following pages, should submit a resume and a brief description as why you should be chosen for this position by **Friday, October 23, 2020.**

Selection Process

Following the first review date, we will evaluate all applications against the posted qualifications, and may extend invitations for an initial interview (virtual or in-person). Once the Town has selected those who meet the needs of the Town an in-person interview will be scheduled. Once a list has been established for the few finalist, an interactive meet and greet session with the community, Town leadership and employees will be schedule.

This announcement will remain posted, until the Town reaches an agreement with one finalist. Resumes should be sent to Cindy Matson, Town Clerk (town57@kennethcityfl.org) or (727) 498-8948.

AA/ADA/EEO/VP

The Town of Kenneth City provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Confidentiality: Under Florida's Public Records Act, information from your application is subject to public disclosure at any point in the recruitment process.

Job Information

- **Job ID:** 19570001
 - **Location:** Town of Kenneth City, Florida, United States
 - **Position Title:** Police Chief
 - **Company Name:** Town of Kenneth City, FL
 - **Agency Type:** Local Law Enforcement (municipal/county/regional)
 - **Job Function:** Law Enforcement - Chief Executive
 - **Min Education:** BA/BS/Undergraduate
 - **Min Experience:** 10 Years
 - **Required Travel:** 0-10%
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Job Description:

Town of Kenneth City

Position Type: Exempt

Chief of Police

Definition: Guides, mentors, develops, and provides daily oversight over all aspects of each department within the Agency. Assures all aspects are operating effectivity and efficiently meeting the needs of the community while embracing the direction of the Town's leadership.

Essential Functions: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

Tasks: Writes, develops, reads and reviews reports, memorandums, letters, documents, law enforcement publications, narratives, monthly and yearly statistical reports; creates and updates general orders, policies and other documents for distribution to subordinates, peers and other Town staff; modifies and assigns work schedules; conducts and attends State, County, and local meetings. Participate in and update the Town's *Emergency Action Guide* which is used to prepare for and respond to disasters in the Town.

Serves as the Department's public information and media officer. Attends meetings with Town Council, various professional law enforcement organizations, civic clubs, department heads, union officials, the Police Standards Council, Tampa Bay Police Chiefs Association, and the Florida Police Chiefs Association; creates and maintains a strong partnership with the citizens and business owners within the community; plans activities and creates goals and objectives for the direction of the Department while serving the community. Serves on law enforcement committees and boards. Represents the Department at grand openings and ribbon cuttings.

Must embrace, maintain and possess a strong knowledge base of and work as the Department's accreditation manager (C.F.A.), conducts NIBRS/FIBRS (UCR) reporting as required, attends F.D.L.E. audits, coordinates and maintains contracts and agreements with other agencies and vendors, prepares the Department's annual budget of \$1.46 million and tracks expenses; assures all training requirements are met, documented, and tracked for all staff, has a strong working knowledge of PowerDMS as all General Orders, Training, and Agency forms are uploaded and tracked in this system. Must be knowledgeable in F.S.S. 119. Must embrace and maintain a strong community policing presence in the Town, must advise and give direction in the development, maintenance, and enforcement of local code enforcement of Town ordinances. Respond and provide direction for major criminal investigations. Possess strong working knowledge of all aspects of patrol to include crime analysis, deployment strategies, and predictive policing. Is responsible for reviewing and creating operational plan for the PD.

Knowledge, Skills, and Other Characteristics:

- Knowledge of and ability to follow applicable federal, state, and local laws, ordinances, statutes, FDLE regulations, rules, policies, and procedures
- Knowledge of the principles, practices, and safeguards of law enforcement activities
- Knowledge of the community resources available to the law enforcement community
- Knowledge of the principles, practices, and techniques of supervision, management, F.L.S.A., and P.B.A. union agreement for the Agency
- Knowledge of human and material resource management to include risk management
- Skill in developing and maintaining effective interpersonal relations with a positive attitude
- Skill in oral communications in both one-on-one and group situations with a favorable impression
- Skill in written communications for administrative and technical purposes and issue reports accordingly
- Skill in analyzing information and drawing valid conclusions
- Skill in effective interactions with political figures
- Skill in reaching their full potential
- Ability to maintain, schedule replacement and track all Town-owned equipment assigned to the PD
- Ability to maintain acceptable standards of appearance, job quality and job productivity
- Ability to arrive at work on time and to be prepared when assigned, consistently and dependably
- Ability to apply *best practices* for all staff and while performing required job functions with sound judgment
- Ability and initiative to plan, coordinate, and attend Department or Town events which are community based

Physical Requirements:

Work involves driving, walking, bending, sitting, and/or lifting items which can weigh up to 25 pounds. The Chief of Police is a working Chief who works in both office and uniform settings. The Chief when in uniform is required to wear a gun belt and bullet resistant vest. The Chief is assigned an unmarked vehicle which is equipped with emergency operations equipment and laptop computer.

Qualifications:

A bachelor's degree from an accredited college or university in Police Administration, Criminal Justice, Public Administration, or a closely related field. A minimum of 10 years progressively responsible police experience with at least five years in an active command rank, possession of a Florida Law Enforcement Certification as established by the Florida Criminal Justice Standards & Training Commission, and possession of a valid Florida Driver's License are required. Must have attended or graduated from an accredited Executive level training program, such as the Florida Department of Law Enforcement Senior Leadership Program, Southern Police Institute (C.D.O.C. or A.O.C.) or F.B.I. National Academy. Live no more than 26 miles from the border of the Town Limits. A master's degree from an accredited college or university in Police Administration, Criminal Justice, Public Administration or a closely related field is preferred.