



**CITY OF
MOUNT
DORA**

HUMAN RESOURCES DEPARTMENT

CITY OF MOUNT DORA

POSITION TITLE: POLICE CHIEF

JULY, 2026

Position Information

Position Classification: Exempt

Pay Grade: 118

Salary Range: \$104,187.20 - \$133,192.80 - \$162,198.40

Job Function:

The Police Chief serves as the executive leader of the Mount Dora Police Department, overseeing all functions related to patrol, investigations, and administrative services. This position requires a high level of professional administrative expertise, responsible for planning, directing, and implementing the department's goals, policies, and operations. The Chief ensures the safety of the community through effective crime prevention and law enforcement strategies, while fostering strong public relations between the department and the community. The role also entails close collaboration with local, state, and federal agencies.

Career Path:

Essential Duties:

1. Plans, organizes, and directs all activities of the Police Department, including patrol, investigations, and administrative services.
2. Formulates departmental goals, policies, and objectives to address crime prevention and law enforcement needs.
3. Supervises, directs, and evaluates department staff, taking disciplinary action when necessary.
4. Responds to major emergency scenes and assumes command as needed.
5. Develops and implements police programs and activities.
6. Evaluates crime prevention and law enforcement challenges, adjusting departmental methods as necessary.
7. Coordinates with educational agencies for formal and in-service training of police personnel
8. Evaluates and implements new technologies and innovations in policing that enhance department efficiency, improve crime prevention tactics, and modernize communication within the department and with the public
9. Prepares and manages the departmental budget, ensuring fiscal responsibility
10. Recommends the purchase of major equipment and evaluates the need for infrastructure improvements
11. Exercises control over department expenditures and resource allocation
12. Represents the Police Department in public meetings and media appearances
13. Serves as the department spokesperson and maintains relationships with civic agencies and other law enforcement bodies
14. Manages public complaints and ensures transparency in departmental activities
15. Driving of City Vehicles (A valid Florida Driver's License is required)
16. Performs other related duties as required

Knowledge, Abilities and Skills:

- Ability to plan, evaluate, assign and coordinate departmental activities.
- Ability to enforce departmental policies and procedures.
- Ability to make decisions in accordance with departmental policy.
- Ability to meet and work with the general public and interpret and enforce the law.
- Ability to present ideas clearly and concisely, both orally and in writing.
- Extensive knowledge of modern police administration principles, policies, and crime prevention techniques.
- Thorough understanding of local, state, and federal laws and ordinances.
- Expertise in budget development, administration, and control.
- Strong decision-making abilities, particularly in emergency situations.

- Excellent verbal and written communication skills.
- Ability to establish and maintain effective relationships with city employees, government officials, and the public.
- Proficiency in conducting research, analyzing crime data, and presenting findings.
- Ability to understand and work effectively within the diverse cultural fabric of the community, ensuring fair and equitable treatment for all residents.
- Exceptional skills in communicating with the public and the media during crises or high-stakes incidents, maintaining transparency while protecting the integrity of ongoing investigations.
- Knowledge of standards by which the quality of public safety is evaluated.
- Knowledge of the organization and functions of the City departments and of County, State, Federal law enforcement, regulatory and licensing agencies.
- Knowledge of effective management practices.
- Ability to plan, assign, direct and supervise the activities of the Public Safety department.
- Ability to assess, select and promote quality people.
- Good public relations skills.

Required Qualifications:

- Bachelor's Degree in Public Administration, Criminal Justice, or a related field.
- Master's Degree in Public Administration, Criminal Justice, or a related field, is preferred.
- Advanced leadership training, e.g., Command Officer Development Course, Federal Bureau of Investigation National Academy, or equivalent military leadership training.
- Must possess a Florida Law Enforcement Certification.
- Minimum of ten (10) years of law enforcement experience.
- Minimum of five (5) years of Police command experience.
- Valid Florida Driver's License required.
- Complete the required National Incident Management System (NIMS) training within six (6) months of completion of probationary period.

Essential Physical Skills:

- Primarily sedentary work with some light physical effort.
- Regular periods of sitting, standing, and walking.
- Good manual dexterity, hearing, and visual ability.
- Reaching, bending and stooping.
- Good hand/eye coordination.
- May periodically work in adverse environmental conditions.
- Ability to drive a vehicle.
- Must be able to operate police equipment, service weapon, vehicle, and general office and computer equipment.

Environmental Conditions:

- Work is primarily performed in an office setting but may occasionally require outdoor work
- Must be able to respond to emergencies and adverse environmental conditions as necessary

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Note: Job Descriptions are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties

performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.