Chief of Police
JobID: 22379

Position Type:
05 - Administration: Central Office/Executive

Date Posted:
5/2/2017

Location:
Police Department

Date Available:
07/01/2017

For Fiscal Year:
2017-2018 MINIMUM QUALIFICATIONS:

This position requires a Bachelor’s degree in Criminal Justice or related field (Master’s degree preferred), and graduation from a Texas Commission on Law Enforcement Officer Standards and Education Approved Academy or Program. A Masters Peace Officer certification is required. This position also requires a minimum of ten (10) years of work experience as a police officer and five (5) years of experience in a command level position for a similar state agency.

SKILL REQUIREMENTS:

This position requires state mandated in-service training. Incumbent must be able to successfully complete quarterly fitness tests, and semi-annual firearms qualifications proficiency. Incumbent must have a Texas Driver’s License. Employees in this position must be able to read, write, and speak/communicate in English in order to receive and to provide work-related information in a timely manner to other employees, supervisors, principals, school personnel, volunteers and where appropriate, visitors and students.

JOB PURPOSE AND RESPONSIBILITY:

Incumbent serves as Chief of Police for the Austin ISD Police Department. Incumbent has responsibility for maintaining and enforcing policies, directives, standards and laws of the District and State. Incumbent is also responsible for the oversight of the two sections of the Campus Police Department. Incumbent is directly responsible for all aspects of a major support service department in the Austin ISD.
ESSENTIAL FUNCTIONS:

- Meet with Campus and Central Office Administrators concerning security, safety, and law enforcement matters.
- Participate on committees and task force groups as a representative of Austin ISD’s interests.
- Work with command staff to solve day-to-day problems within the department.
- Coordinate police activities with campus activities.
- Respond to specific requests from other agencies or departments.
- Plan and research to meet future needs, requirements, and service demands.
- Develop and present in-service training for both Police Department and other Austin ISD staff.
- Perform administrative functions of the department (e.g., including budget planning and approval, payroll, and personnel matters.)
- Incumbent has final responsibility for all department planning on both a short and long term basis.
- Coordinate scope of services and all work for both sections within the Austin ISD Police Department.
- Perform all budget planning functions and receives input from Bureau supervisors. Incumbent has final responsibility for submission and justification of department budget requests.
- Assign both general and specific duties to subordinate supervisors according to management plan and/or outside request for service.
- Instruct subordinates daily and as needed on department policies, procedures, programs, and objectives. Issue both written and verbal directives.
- Establish standards for the department based on accepted practices in each specific area of operation.
- “Spot check” all areas of operation through direct supervision and inspection.
- Design all department in-service training courses for staff.
- Resolve formal and informal grievances; make final decision in all disciplinary actions and terminations. Hold hearings as necessary.
- Track performance of all Police Department personnel and review all performance evaluations on personnel.
- Set standards for hiring practices and oversee all personnel functions within the department. Establish background investigation procedures.

OTHER DUTIES AS ASSIGNED:

Perform other related duties as assigned; however, all employees are expected to comply with lawful directives in rare situations driven by need where a team effort is required.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Typically work is performed in a general office environment, but extensive travel may be required. This position may involve routine exposure to blood or body fluids. Regular attendance is required for this position.

PERSONAL WORK RELATIONSHIPS:

This position reports directly to the Chief Human Capital Officer for Austin ISD. Incumbent is accountable for overall operations of the Department. Incumbent meets occasionally with supervisor to discuss budget, staffing, etc. Guidance received from supervisor is typically general and on an exception basis. Incumbent generally makes majority of department decisions. Incumbent receives annual evaluation from supervisor. Incumbent is both directly and indirectly
responsible for the supervision of department staff.

**COMPENSATION:**
Duty Days: 230  
Pay Grade: A12  
Salary Range: $107,000-121,000  
Social Security  
Teacher Retirement  
Comprehensive Benefits Package  
Employee Discount Program

Closing Date: Until Filled

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Postings current as of 5/3/2017 11:13:09 AM CST.

**Openings as of 5/3/2017**

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