

## **LAKEVIEW POLICE CHIEF ADVERTISEMENT**

The Lakeview Police Department is in search of a Chief of Police that will lead a department of 14 personnel. The current Chief of Police is retiring after 30 years of service. El Lago and Taylor Lake Village are lakefront communities with a combined population of approximately 7,000 that are served by the Lakeview Police Department. The cities are situated in the Clear Lake area, about 30 miles Southeast of Houston, in close proximity to NASA's Johnson Space Center, Kemah Boardwalk, Galveston Bay and the Port of Houston.

### **Essential Duties and Responsibilities**

Under the general supervision of the Lakeview Police Commission, the Chief of Police position is responsible for the overall management of the Police Department; which includes but is not limited to: developing policies and procedures, developing and implementing short-term and long-term department goals, creating and managing the budget, prioritization of needs, and allocation of resources. This position interacts regularly with other City departments, other public agencies, other emergency services, community groups, news media and the general public. This position occasionally works a patrol function as needed and other duties as assigned by the Lakeview Police Commission.

The successful candidate will have a professional demeanor, a proven history of leadership, strong community outreach skills and the ability to multitask. Knowledge of human resource issues, budgeting, research, and evaluation techniques; • Ability to direct, coordinate and review the work of operation divisions/departments; • Exceptional oral and written communication skills and ability to effectively communicate on a daily basis with administrative, elected and appointed officials and the public with courtesy, professionalism and tact.

Education/Experience: The successful candidate should hold a bachelor's degree in Business, Management, Police or Public Administration, Criminal Justice, or a related field from an accredited college or university. A minimum of 5 years in a command or police management position. Successful completion of the Bill Blackwood Law Enforcement Management Institute of Texas, FBI National Academy or other similar course of instruction is preferred. Background and training in Emergency Management with FEMA regulations and programs preferred.

Computer Skills: Proficient with Microsoft Office to include: Outlook, Word, Excel and PowerPoint • Proficient with or capable of learning QuickBooks.

Physical Demands: Physical ability to lift 50 pounds; • Must be able to sit for long periods of time; • Sensory demands typically require speaking, hearing, touching and seeing; • Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or other office equipment; • Requires occasional bending, stooping, kneeling, reaching and pushing or pulling drawers to retrieve files; • Must have visual acuity to endure eye strain of working on a computer for extended periods of time; • Mobility required to inspect work of staff; • Physical mobility needed for moving around a worksite for the purpose of monitoring quality of work.

Minimum of a Texas Commission on Law Enforcement Master Peace Officer Proficiency Certification; • Valid Class "C" Texas driver's license • Knowledge of modern law enforcement, community policing philosophies, crime prevention and investigative methods, practices and procedures; • Knowledge of administrative practices as it relates to Police Departments; • Knowledge of NIMS/ICS principles, concepts, and policies; • Knowledge of Texas Commission on Law Enforcement Rules and Regulations, as well as local, state and federal rules and regulations. Must be able to meet firearms qualification standards based on Department and TCOLE requirements.

The successful candidate must establish a primary residence within 20 miles of El Lago and Taylor Lake Village or willing to relocate within 20 miles of the two cities within six-months of appointment. The salary range for this position is \$75,000 - \$90,000 depending on qualifications and experience

Application Information

TO APPLY: Submit cover letter, current resume, and request for application to: Lakeview Police Commission, Attn: Wendy Perez - Chief of Police Position at email: [wperez@lakeviewpolice.com](mailto:wperez@lakeviewpolice.com)

Closing date is January 31, 2021. Following the first review date, applications will be screened against criteria provided in this brochure and the Lakeview Police Commission will consider offering interviews to selected candidates. Applicants selected as finalists for this position will be subject to a criminal history, credit and driver's license check prior to interview. Interviews will be offered to those candidates named as Finalists, with reference checks, background checks, and academic verifications conducted after receiving candidates' permission. Under the Texas Public Information Act, information from your resume may be subject to public disclosure.