



POLICE SERGEANT POSITION

The West Lake Hills Police Department currently has an opening for a Patrol Sergeant. Come work for an outstanding Police Department with amazing community support – you'll be glad you did! Be a part of a family and not just a number – come to work with us and make a real difference. This Sergeant will be working evenings and have a 10/4 schedule. Starting salary will range from \$32.00/hour - \$37.40/hour, (\$66,560 - \$77,792 yearly) DOQ/E. Additional requirements and application instructions are listed below.

ESSENTIAL JOB FUNCTIONS:

Police Sergeant supervises, directs, and mentors officers. Answers calls for service with patrol officers – uses these opportunities to mentor, guide and develop officers. Must be able to work with officers and supervisors equally well. Performs a variety of tasks which require the use of judgment and decision making using departmental policies, regulations, and procedures as a guide. Schedule and assign employee tasks and training to meet Department goals. Provide ongoing evaluation, counseling, and feedback. Implement Department policies and directives. Write reports, maintain records and files. Required to perform all duties of a patrol officer. Must be able to present a positive image of the Department using tact, diplomacy, and good judgment – must maintain a positive attitude and be a positive role model for officers.

REQUIRED EDUCATION, CERTIFICATES AND/OR LICENSES:

Applicant must have a High School Diploma or G.E.D. – some college preferred. Must possess and maintain a valid Texas Class C driver's license, without restriction other than "A", with a safe driving record (no more than 3 moving violations in the past 36 months). Current valid TCOLE Advanced or Master certification required. Minimum of 4 years of law enforcement experience, including at least one year of supervisory experience.

EXPERIENCE, TRAINING, KNOWLEDGE AND SKILLS:

Must have current knowledge of best practices for Law Enforcement agencies, including personnel management, leadership and supervision, relational policing, training, policies, and equipment. Patrol Sergeant experience in a similar sized or larger Texas agency is a plus, as is FBI-LEEDA training, FBINA, or LEMIT Command College training. Successful applicants should have current first aid/CPR certification, TCOLE instructor certification, and FEMA ICS-100, 200, 700 and 800 certifications.

BENEFITS:

This is a non-exempt position and is eligible for overtime. Benefits include medical, dental, and vision coverage as well as short and long-term disability and an employee assistance program. We also have a uniform allowance, shift differential pay, and certification pay for Advanced or Master Peace Officer. Vacation, holiday and sick leave are provided, and the City participates in TMRS with a 7% employee contribution and a 2:1 match by the City.

TO APPLY:

The first step in the process is to contact us at PDrecruiting@westlakehills.org to schedule a time to come to the PD and take the 2000m Concept2 row test. Applicant must then complete the application found on the West Lake Hills website and include a cover letter outlining their qualifications for the position. Applications will be accepted until 5:00 pm on Friday, October 16th, 2020. For further information or to submit your completed application packet, please email us at PDrecruiting@westlakehills.org. You can also call us at (512) 327-1195, M-F, 8AM – 4PM.

The City of West Lake Hills is an Equal Opportunity Employer.

