



TOWN OF VALDESE

NORTH CAROLINA'S FRIENDLY TOWN

P.O. BOX 339

VALDESE, NORTH CAROLINA 28690-0339

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NOW HIRING POLICE CHIEF *Deadline: Open Until Filled*

Are you a community-oriented professional with a passion for leadership and public safety? The Town of Valdese is searching for a dedicated individual to lead our Police Department and serve as the next Police Chief. Our mission is to protect the life and property of the citizens and visitors of Valdese through prevention, education, and mitigation services, all delivered with pride and unwavering integrity.

About Valdese: Nestled in the beautiful foothills of the Blue Ridge Mountains in Western North Carolina, Valdese is a charming town that blends the warmth of community with the natural beauty of the region. With a population of approximately 4,867, Valdese offers a unique and welcoming atmosphere. Founded in 1893 by Waldensian settlers from the Cottian Alps of Italy, our town holds a deep respect for its heritage, which is celebrated annually with special events and festivals. Valdese boasts a thriving downtown with specialty restaurants, shops, and historic attractions.

Town Governance: Valdese operates under a council-manager form of government, with a mayor and five council members representing five wards. We are committed to providing an encouraging environment that supports job satisfaction and professional growth for all town staff. The Town provides a full range of municipal services with a current operating budget of \$13.3 million. The budget includes a total General Fund budget of \$7.7 million, of which the Police Department budget is \$1.29 million, and Utility Fund budget of \$5.6 million.

The Role: As a key member of the Town's leadership team, the Police Chief will oversee and administer the operations of the Valdese Police Department. The department consists of 14 full-time employees and 6 reserve officers, responding to 19,623 CAD logs in 2022/2023. The ideal candidate will lead and manage the Police Department to ensure public safety and cultivate positive community relations. We are seeking a dynamic and visionary leader who can effectively manage departmental operations, personnel, and resources while upholding the highest standards of professionalism and integrity.

Education and Experience Requirements:

- Graduation from college with a degree in criminal justice or police science, supplemented by advanced coursework in police administration and leadership. Considerable supervisory experience of a progressive and responsible nature in law enforcement work; or an equivalent combination of training and experience.

Special Requirements:

- Valid North Carolina Class C Driver's License.
- Certification by the NC Criminal Justice Training and Standards Council as a law enforcement officer.
- Advanced Law Enforcement Certification.
- Highly preferred residency within 2 miles of the corporate town limits of Valdese.

Compensation and Benefits:

The Town of Valdese offers a competitive salary commensurate with experience and qualifications. The hiring salary range of this position is \$69,625 to \$87,031 DOE. The Town provides a comprehensive benefits package, including health, dental, vision, and life insurance, a wellness program, Local Government Employees Retirement System (LGERS) contribution, 5% 401(k) employer contribution, annual vacation based on continuous years of experience, sick leave, and paid holidays in accordance with the North Carolina State Holiday Schedule.

Contact and Submittal Information:

Jessica Lail, Human Resources Director
- P.O. Box 339 Valdese, NC 28690 - Email: jlail@valdesenc.gov - Telephone: 828-879-2117
- Hand delivery: Valdese Town Hall, 102 Massel Ave SW, Valdese, NC 28690

To apply, please submit a cover letter, resume, and a completed TOV and F-3 application. Resumes will not be accepted in lieu of a completed application. You can obtain applications and a full job description by visiting townofvaldese.com.

The Town of Valdese is an Equal Opportunity/ADA/Drug-Free Workplace Employer. Join us in making a positive impact on our community!

I. General Statement of Duties

Performs administrative, managerial, and specialized law enforcement work in directing the activities of the Police Department.

II. Distinguishing Features of the Class

An employee in this class plans and directs the law enforcement program of the Town. Work includes the responsibility for the protection of life and property through a varied program of enforcement, detection and prevention of crime and accidents. Work also involves a full managerial and supervisory role including the establishment of operations and policy, evaluation, adherence to prescribed standards, and planning for and implementing special law enforcement activities. Work also includes preparing special State, federal and local reports, analyzing crime and accident trends; cooperating with other law enforcement agencies, preparing and managing a budget and supervising all department personnel. Work is performed in accordance with departmental policy and State and federal law. The employee is subject to hazards associated with law enforcement including working in both inside and outside environments, in extreme cold weather, and exposure to various hazards such as proximity to moving mechanical parts and electrical current. Employee is also exposed to bloodborne pathogens. Work is performed under the general direction of the Town Manager and is evaluated through observation, discussion and review of reports, and through an appraisal of the general effectiveness of departmental operations.

III. Duties and Responsibilities

Essential Duties and Tasks

- Performs all administrative functions to include strategically planning the departmental goals and objections from a long/short term perspective; establishes community policing philosophy for the department; projects and develops budgetary needs for the department and provides a justification to management; monitors monthly budget.
- Recruits, selects, and oversees the training of personnel for the department; advises, directs and consults with subordinate officers on matters of training, work assignments, scheduling, and discipline; investigates citizen complaints; provides guidance to subordinate supervisors; ensures that supervisors have necessary supervisory and leadership skills; provides performance coaching and evaluation.
- Receives and acts upon inquiries or complaints from the public concerning police activities and services.
- Supervises the preparation of periodic reports of crime and accident activity and police department activities; and analyzes data for trends.
- Works with the public on difficult or unusual crime situations; cooperates with other law enforcement agencies in crime prevention, detection, and investigative activities; coordinates with District Attorney's office.
- Advises the Town Manager and Council on various law enforcement issues.
- Plans, researches and procures necessary technology for modern and effective law enforcement.
- Participates in law enforcement activities as needed including the investigation of crime and the response to call for assistance.
- Takes a lead role in directing police activity at major crime scenes; spot checks routine patrol areas and observes traffic situations to assist in monitoring effectiveness of operations.
- Represent the Police Department and Town in presentations and speeches to civic and volunteer organization; makes press releases and is interviewed by the media; serves as board member for various task forces; addresses citizen concerns.
- Develops and administers grants to supplement budget and equipment needs.

Additional Job Duties

- Performs related duties as required.

IV. Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

- Knowledge of state and federal laws, local ordinances and policies of the department, especially relating to search and seizure, traffic control, pursuit, and arrest.
- Knowledge of law enforcement principles, practices, methods and equipment.
- Knowledge of scientific crime detection and criminal identification methods and procedures.
- Knowledge of the use of information technology in law enforcement work.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Knowledge of modern and effective supervisory principles and practices including hiring, communications, leadership, motivation, conflict resolution, and performance coaching and evaluation.
- Knowledge of the organization's budgeting, purchasing and personnel policies and procedures and of applicable personnel laws and regulations.
- Knowledge of the application of information technology to the work of the department including the use of word processing, spreadsheets and databases used in carrying out the department's programs and activities.
- Skill in dealing tactfully, courteously and firmly with program participants and the public.
- Skill in collaborative conflict resolution.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to communicate effectively in oral and written forms.
- Ability to present effective court testimony.
- Ability to build and maintain cooperative and effective public relations with the citizens.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and other public officials.
- Ability to effectively and efficiently manage a department including all related administrative and supervisor functions included personnel and budget administration.
- Ability to function independently and use sound judgment in decision making and directing the activities of the department.
- Ability to effectively communicate, motivate, hire, conduct performance coaching, and team building with staff.
- Ability to write policies and reports supporting the programs and activities of the department.

Physical Requirements

- Must be able to physically perform the basic life operational functions of balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking and hearing.
- Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to prepare and analyze data, to do basic accounting, to read extensively, to operate a computer and motorized vehicles, perform maintenance tasks and use measurement devices.

Desirable Education and Experience

- Graduation from college with a degree in criminal justice or police science, supplemented by advanced course in police administration and leadership and considerable supervisory experience of a progressive responsible nature in law enforcement work; or an equivalent combination of training and experience.

Special Requirements

- Possession of a valid North Carolina Class C driver's license.
- Completion of the minimum Police requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.
- Advanced law enforcement certification.
- Highly preferred residency within 2 miles of the corporate city limits of Valdese.

V. Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town of Valdese reserves the right to assign or otherwise modify the duties assigned to this classification.

VI. FLSA Status

This is an exempt position.

