



HUMAN RESOURCES DEPARTMENT

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POSITION DESCRIPTION

POLICE CHIEF, Missoula Police Department

Regular, Full-time, Non-union, Exempt

Position Summary: Provides leadership to the Police Department, including ensuring the enforcement of all statutes, ordinances, laws, and regulations; developing and administering the budget; and supervising command staff. Appointed by the Mayor and accountable to the Chief Administrative Officer.

Essential Duties and Responsibilities:

- Develop, in collaboration with the Mayor and Chief Administrative Officer, the strategic plan for the department, including assessing necessary service levels, organizational structure and priorities.
- Represent the Missoula Police Department in meetings with City officials, community organizations, and other law enforcement agencies.
- Establish and maintain a healthy working environment for officers.
- Understand and educate others regarding the importance of diversity, both within and outside the department.
- Work closely with the Chief Administrative Officer to advocate for and plan budgetary needs and priorities.
- Ensure departmental alignment with City priorities and strategic direction.
- Proactively identify underlying problems that contribute to crime and the overall safety and security of the community; implement principles of modern, community policing.
- Maintain effective working relationship with the Missoula Police Officer Association, including resolving grievances and participating in collective bargaining in a collaborative manner.
- Ensure compliance with all employment-related policies, rules and regulations.

Required Knowledge, Skills, and Other Characteristics:

- Ability to gain, upon hire, thorough knowledge of the Montana Code Annotated and the Missoula Municipal Code pertaining to police activities and public safety;
- Ability to gain, upon hire, thorough knowledge of federal, state, county, and City of Missoula laws and ordinances to be enforced;
- Comprehensive knowledge of and experience in effective leadership principles and practices;
- Proven experience in and thorough knowledge of community policing principles, methods, techniques, and practices;
- Thorough knowledge of and significant experience in law enforcement practices, including investigation, intelligence, surveillance, court procedures, community relations, patrol, special weapons and tactics, traffic control, records management, report preparation, custody of persons and property, and crime prevention;
- Proficient in use of equipment used in law enforcement, including weaponry, communications, personal computers, and automotive equipment;
- Ability to pass firearms proficiency training;
- Ability to become familiar with demographics and locations in the City of Missoula and surrounding area;
- Proven commitment to safe work practices;
- Demonstrated strong analytical and problem solving skills;
- Proven negotiation and collaboration abilities;
- Proven exceptional communication skills and abilities;
- Proven ability to develop and maintain effective working relationships with elected officials, agency employees, other law enforcement agencies, the business community, and other members of the community.

Qualifications:

Bachelor's degree in public administration, police science or related field and eight years full-time progressively responsible professional law enforcement experience, including experience in a leadership role. Ability to meet State of Montana standards for a law enforcement officer. An equivalent combination of education and experience may be considered. **A pre-employment drug test and thorough background investigation is required.**

