

# Chief of Police

Village of Ada, Ohio

Under the direction of the Mayor, the Police Chief directs, plans, and manages the functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property

## INTRODUCTION:

The Ada Police Department consists of 9 full-time police officers including the Chief of Police. The Chief of Police is a uniformed "working chief" in that he or she is expected to perform patrol duties as needed. The Ada Police Department is a well-respected and award-winning agency through the Office of Ohio Public Service and the Ohio Crime Prevention Association.

The Village of Ada has been named one of Ohio's Safest Cities/Towns for the past 7 years and named 79<sup>th</sup> Safest Town in America in 2020.

The Village of Ada is known for its professionalism, customer service orientation and a strong commitment to distinctive and well-planned community development. The work environment is stable with excellent benefits and Ohio Police and Fire Retirement Benefits. Our mission is to ensure an effective government, a healthy economy, being a safe Village and welcoming you to be a part of this great community!

Under the direction of the Mayor, the Police Chief directs, plans, and manages the functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property. Work involves organizing and directing the activities of the Police Department's divisions. The Police Chief consults with the Mayor in formulating plans and policies to be observed in police operations. Except for general administrative direction, the Police Chief works independently with performance evaluated on results achieved. Position requires regular and reliable attendance. This position is subject to emergency callouts.

## ESSENTIAL FUNCTIONS: For purposes of 42 USC 12101

- Manages and supervises all assigned employees (e.g., assigns tasks; interviews job applicants; recommends the hiring of job applicants; recommends and disciplines employee as required; recommends pay assignments; evaluates performance; receives and adjusts grievances or employee complaints; approves and recommends the approval of leave requests; attends or participates in meetings in which policy questions are reviewed or discussed; develops and implements policy; recommends policy changes; participates in personnel or labor relations activities; has access to other employees' personnel files; has unlimited access to financial data used in the payroll and benefit budgeting process; has access to financial data used in monitoring department revenue/income).
- Directs the preparation of the Department budget and monitors expenditures in accordance with the Village Ordinances to ensure fiscal responsibility in carrying out effective law enforcement/policing programs.
- Reviews purchase request and invoices.

- Responsible for various program development and management.
- Reviews state and local pending legislation regarding public safety and law enforcement.
- Determines appropriate staffing levels.
- Works cooperatively with representatives from other law enforcement agencies, courts, probation, parole, and prosecutorial agencies to coordinate law enforcement activities.
- Attends Village Council meetings to present and explain issues pertaining to the community, law enforcement problems, and departmental requirements, policies and procedures.
- Provides leadership and encourages leadership in management and supervisory personnel.
- Performs other duties as assigned.

#### KNOWLEDGE

- Basic accounting.
- Budgeting.
- Finance.
- Interviewing.
- Microsoft Office applications (e.g., Outlook, Word, Excel, Publisher, Access, Sharepoint, OneNote, and Teams) and other computer software.
- Village and Department goals and objectives.
- Village and Department policies and procedures.
- Government structure and process.
- Safety practices and procedures.
- Supervisory principles and practices.
- Project management.
- Standard office procedures.
- Principles, practices and techniques of police administration, leadership and supervision.
- Technical and administrative aspects of crime investigation, juvenile welfare, traffic control, law enforcement record keeping, and the care and custody of persons and property.
- Methods, techniques, and equipment used in crime investigation and criminal detection.
- Federal, State and local laws and ordinances which are enforced by a municipal police department.
- Automated systems and applications relevant to the police environment.

#### SKILLS

- Excellent organization, attention to detail, accuracy, time management, and critical thinking skills.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Civic engagement and customer service.
- Making sound judgements, using logic and reasoning, under emergency and/or stressful conditions and to respond immediately in crisis situations.

#### ABILITIES

- Apply management principles to solve problems.
- Supervise, organize, and direct the work of subordinate personnel.
- Understand, interpret, and apply laws, rules, or regulations to specific situations.
- Deal with many variables, define and solve problems, collect, analyze and interpret data, establish facts and determine specific action, evaluate and improve process and/or program efficiency / effectiveness.
- Organize, oversee, and complete multiple projects simultaneously with limited supervision.
- Maintain a high level of confidentiality about information within the office.
- Add, subtract, multiply, and divide.
- Calculate fractions, decimals, and percentages.
- Prepare correspondence.
- Compile and prepare reports.
- Understand and follow written and oral instructions, policies and procedures.
- Be honest, dependable and trustworthy.
- Maintain effective working relationships.
- Communicate effectively, both in oral and written form and to prepare and present effective public presentations.
- Exercise independent judgement and discretion.
- Perform work in a safe manner and report unsafe activities, conditions, and faulty equipment.
- Work in a professional office environment.
- Develop, implement and administer goals, objectives and long-range plans for Police Department programs and services.
- Provide administrative and professional leadership and direction to the Department.
- Command the respect of subordinates and the public.

- Foster cooperative working relationships within the Department and with employee organizations in the Village.
- Analyze situations quickly and objectively, identify alternative solutions, anticipate consequences of proposed actions, and implement recommendations in accordance with proper Village policy and procedures.
- Understand and be sensitive to the needs and concerns of ethnic and cultural groups in the Village.
- Uphold and demonstrate the core values of the Police Department (integrity, courtesy, trust, honor, respect, excellence, and professionalism) in the performance of assigned tasks.

#### Illustrative Examples of Work / Physical Requirements & Working Conditions

##### PHYSICAL REQUIREMENTS

- The primary duties of this class are performed in a general office environment, although some work is accomplished in an outdoor environment in which the employee is subject to potential personal danger and adverse weather conditions.
- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, lead and direct a major Village department, communicate effectively, and perform telephone and radio communication.
- Sufficient vision, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, observe department processes and procedures, prepare and review a wide variety of written and financial materials, and to sight and discharge a firearm. Visual acuity must be correctable to 20/20 and vision must be free of color deficiencies that would preclude an employee from successfully performing the essential functions of the position or that would pose a direct threat to the health and/or safety of self and others.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use a firearm safely and effectively, to prepare reports and evaluations, to utilize equipment required for the performance of duties and to safely and to safely and effectively operate a motor vehicle.
- Sufficient personal mobility, flexibility, stamina, and physical reflexes, with or without reasonable accommodation, which permits the employee to bend or stoop repeatedly, sit, or stand for long periods of time and to perform all duties required in a law enforcement environment.

##### EQUIPMENT OPERATED

Computer, copier, phone, fax machine, motor vehicle, firearms, and other standard/modern office equipment; computer software (e.g., Microsoft Office, Teams, Webex, Zoom, and other applicable computer software).

##### EDUCATION/EXPERIENCE

- Associates Degree in Criminology/Criminal Justice, Police Science, or Public Administration (preferred) from an accredited institution having been officially approved as an accrediting agency by either the U.S. Department of Education or the Council for Higher Education or a combination of police leadership education and experience equivalent.

- Advanced training in management and leadership from the FBI National Academy, Northwestern University School of Police Staff and Command, Southern Police Institute, Certified Law Enforcement Executive (CLEE), Police Executive Leadership College or other Law Enforcement Executive Leadership course of studies is preferred.
- Five (5) or more years full-time law enforcement experience with three (3) years' experience in a law enforcement supervisory rank.
- Experience and ability to build and maintain relationships with at risk communities.
- Must possess and maintain OPOTA certification.
- Must be employed as a law enforcement officer during the twelve (12) month period immediately preceding application for employment.
- Experience managing critical incidents and conducting criminal investigations.
- Demonstrated personal and organizational leadership, integrity, and ethical behavior.
- Experience in public speaking and media relations with an awareness of social media outlets as they pertain to Police Department operations in disseminating information in an effort to maintain positive relationships with the community, neighborhood organizations and the general public.
- Must possess and maintain a valid Ohio Driver's License and ability to maintain insurability under the Village's vehicle insurance policy.
- Ability to acquire and maintain certification (pursuant to state standards) for the operation of on-duty and off-duty firearms.
- Must be a United States citizen.
- Background must be free of prior felony convictions or misdemeanors of moral turpitude.
- Successful completion of all phases of the Selection Process prior to appointment.
- Regular and punctual attendance is regarded as an essential requirement of the position.
- Adherence to all applicable Federal and State safety laws, rules, and regulations as well as Village policies/procedures.

ADDITIONAL INFORMATION:

All applicants for the position must attach a cover letter addressed to Mayor David Retterer, along with a copy of their resume by October 10, 2022. Cover letters and resumes may be mailed to:

Village of Ada  
 Human Resources  
 115 W. Buckeye  
 Ada, Ohio 45810

Or emailed to: [mbrunk@adaoh.org](mailto:mbrunk@adaoh.org)

Finalists will be requested to participate in an assessment center by the Ohio Association of Chiefs of Police with the final to be named as part of this process.

Salary range for this position is 63,500.00 to 88,800.00 depending on qualifications.

The information above is intended to be illustrative of the kinds of duties that may be assigned to the position and should not be interpreted to describe all the duties which may be required of employees holding this position.

The Village of Ada is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, national origin, veteran, or disability status. In compliance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Act Amendment Act (ADAAA), the Village of Ada will provide reasonable accommodations, upon reasonable request, to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.