



NOW RECRUITING FOR:

POLICE CHIEF

REPORTS TO: City Manager

HIRING RANGE: \$125,000-\$140,000

The City of Burnet Police Department has become one of the most advanced law enforcement agencies in the Texas Hill Country, with the addition of new facilities, equipment and technology to ensure the highest standard of service to the community. Our department is seeking an experienced law enforcement leader who will build upon our current initiatives, foster professional development opportunities for staff, maintain the positive culture of the department, and strengthen the positive relationships we have established with our community.

BENEFITS

Employer paid Employee Premiums for Health, Dental, Life/ADD, Long-Term Disability and Telemedicine Program.

- Child, Spouse and Family Premiums partially covered by City.
 - Child: 50% of Dependent Premium
 - Spouse: 20% of Dependent Premium
 - Family: Sum of Premium percentages above.

Additional options for Vision, Life, and a variety of supplemental coverages.

Texas Municipal Retirement System
2:1 Match at 7% Employee Contribution
10-year vesting period; 20-year Service Retirement

Paid Vacation and Sick Leave. Vacation accrual adjusted for previous experience.

13 Paid Holidays.

Flex Time Accrual

APPLY TODAY AT:

WWW.CITYOFBURNET.COM/JOBS

WWW.CITYOFBURNET.COM | 512-715-3213 | BURNET, TEXAS



BURNET

At a Glance



The City of Burnet is tucked in the heart of the Texas Hill Country just 50 miles northwest of Austin and 90 miles north of San Antonio. Our population of 7,000 residents gives you the small town feel with all the needed amenities right at your door. Burnet offers a myriad of activities for all hobbies including a broad range of indoor and outdoor recreational opportunities, unique shopping, museums, and delicious local eateries.

If you're looking for entertainment we have plenty of hometown events to fill your calendar like the Bluebonnet Air Show, Burnet County Rodeo, Bluebonnet Festival, Jackson Street Jams, Christmas on the Square, Main Street Bethlehem and many others. Foodies can enjoy nearby restaurants, wineries, and breweries offering a variety of cuisines and drinks crafted right in your backyard. Whether you like live music, shopping from local vendors, or sampling unique menus, Burnet has it all for you.

As the Bluebonnet Capital of Texas, Burnet showcases rolling Bluebonnet fields to help you capture a true Texan photo opportunity. The outdoor enthusiast can access Lake LBJ, Inks Lake and Lake Buchanan within 15 miles and enjoy options for hiking, fishing, camping, boating, and other water activities. Take a drive down Park Road 4 and stop to take in some of the Hill Country's most beautiful views.

As for the kiddos, the community bursts with Bulldog pride. The Burnet Consolidated School District spans over 700 square miles and serves nearly 3,200 students. The homecoming parade colors our city in green and white and brings school spirit to the highest level. With the exception of Bertram Elementary School, all BCISD campuses are located within Burnet City Limits and two miles of each other. Youth programs and sports are offered year-round at the YMCA and through the school athletic programs.

There is something for everyone in Burnet, and we hope you join our spirited and unique community!



THE ORGANIZATION

Who We Are

The City of Burnet has a team of nearly 150 full-time employees with additional part-timers. Together our employees support 16 different divisions and departments including Administration, Finance, Human Resources, Municipal Court, Police, Fire, Airport, Golf Course, Electric, Streets, Parks, Water/Wastewater, Meter Services, City Shop, Engineering, and Development Services. Burnet is a home-rule City, guided by our Mayor and six council members who serve two-year terms.

City Staff and Elected Officials partner to support and uphold our Mission:

To maintain and promote a superior quality of life through the advancement of common community values, excellent public service, and the responsible use of organizational resources.

Aligned with the City's mission, the Police Department demonstrates a strong commitment to accountability and community service:

To provide efficient and effective law enforcement service to our community. This will be achieved by maintaining the highest standards of honesty and integrity through consistent and impartial enforcement of the law.

The Burnet Police Department is comprised of 21 sworn officers and three non-sworn employees, separated into two major divisions, Patrol and Criminal Investigations. The Patrol Division is staffed by one Captain, four Sergeants, eight Patrol Officers, and two K-9 Officers. The Criminal Investigations Division consists of one Lieutenant, one Sergeant Investigator, and two Investigators. Non-sworn personnel include an Administrative Supervisor/Evidence Technician, an Administrative Assistant, and a Code Compliance Officer. Our department operates with an annual budget of just over \$3.7 million.

The Highland Lakes Regional Emergency Communications Center dispatches for our department, ensuring we provide effective 24-hour police service.



THE DEPARTMENT

What We Do

With the steadfast support of our City Council and City leadership, the Burnet Police Department has emerged as a leading law enforcement agency in the Hill Country region, recognized for its community-focused programs and forward-thinking initiatives. As a smaller department, we are fortunate to have received leadership approval for the acquisition of tools and equipment typically found in larger agencies. As a result of these efforts, Burnet Police Department was selected to be featured on our local news station, KXAN, highlighting all that has and continues to be accomplished.

The Burnet Police Department's current programs and initiatives include:

- **Drone Program:**
 - Licensed Drone Operator on staff
 - The department has purchased four drones that can be used during search and rescue, pursuits, and emergency scene monitoring.
- **Cellebrite:**
 - Two investigators are certified Cellebrite operators.
 - Provides investigators accelerated access to locked or secured phones for critical cell phone forensic evidence gathering.
- **TruNarc:**
 - Handheld machines utilize lasers to penetrate plastic and glass and can recognize a multitude of narcotics minimizing the potential for evidence contamination and the dangers of exposure that law enforcement faces with other testing methods.
- **Gun Range Enhancements:**
 - Upgraded target training system with electronic controls for tactical simulations.
 - Addition of a building with classroom training space and paved standing areas.
- **Duty Weapon Upgrade:**
 - Officers are assigned a Staccato P duty weapon to ensure the highest level of officer safety.
- **Specialized Positions:**
 - BPD offers positions in Honor Guard, Animal Control, K9 units, and Mountain Bike Officer.

Our department, in collaboration with Council and City leadership, remains committed to enhancing our existing programs and initiatives. We continuously seek opportunities to uphold the high standards set for our agency, ensuring we remain a vital partner to the community and a leader in adopting advanced law enforcement technology and equipment.





JOB DESCRIPTION



SUMMARY

Operating with a high degree of autonomy, the Police Chief performs complex supervisory, professional, administrative duties. This role is responsible for leading, planning, and coordinating all facets of Police Department operations to ensure the safety of the public. This position is required to work effectively with other law enforcement agency representatives, City Manager, staff, elected officials, community groups and organizations, and other members of the public to meet the changing needs of the Department and citizens of Burnet. The Police Chief carries out all responsibilities in accordance with the organization's policies and applicable federal, state, and local statutes, ordinances, laws and regulations. This position reports directly to the City Manager and is responsible for the supervision of Police Department personnel, effective management of the department's operating budget, and the consistent exercise of sound, independent decision-making.

MINIMUM REQUIREMENTS

- Bachelor's degree from an accredited college in Business Management, Public Administration, Criminal Justice, or a related field.
- 10 years of Law Enforcement experience with a minimum of five years of progressively responsible experience.
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes may be substituted for the requirements above.
- Must be licensed by and meet all Texas Commission on Law Enforcement (TCOLE) and local ordinance requirements.
- Must hold a Master Peace Officer Certificate issued by TCOLE or out of state equivalent. Must be able to obtain the TCOLE certification within one year of hire date.
- Have and maintain a valid Texas Class C or higher driver's license and an insurable driving record.
- Must maintain qualification in firearms, first aid, and maintain a working knowledge of the current laws and department issued policies, procedures and rules.
- Must be able to pass a background investigation and drug screen prior to employment.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Work is performed in indoor and outdoor environments to complete both field and office related work. Employees are regularly required to sit, stand, and walk for extended periods of time. This position requires the ability to regularly exert up to ten (10) pounds of force. Heavy weight force, 100 or more pounds may occasionally be required during the scope of emergency response duties. This position requires a significant amount of manual dexterity to type and create reports or presentations, operate firearms, equipment, tools, and controls. The incumbent must be able to see, hear, and talk.

While performing the duties of this job, the employee regularly works in outside-weather conditions, including rain, wind, and extreme heat and cold temperatures. The employee may occasionally be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and potential interactions with violent criminals. The noise level in the work environment is usually quiet in an office setting but may be loud during emergency response duties. This position may be required to work weekends, nights, and holidays when emergency responses are required.

CLICK THE LINK BELOW FOR A FULL JOB DESCRIPTION AND APPLICATION
WWW.CITYOFBURNET.COM/JOBS

IDEAL CANDIDATE

Join Our Team

The City of Burnet is looking for a highly qualified candidate that has the ability to:

- Self-initiate work
- Demonstrate proactive and critical thinking
- Maintain high ethical conduct.
- Demonstrate proficiency in tactical and administrative skill.
- Demonstrate strong leadership skills.
- Lead, develop and evaluate department staff.
- Maintain composure during emergency or high stress scenarios.
- Quickly analyze emergency scenarios and demonstrate effective decision-making under pressure.
- Think critically and strategically to further department initiatives.
- Create and deliver professional presentations to all individuals.
- Ensure department retains compliance with all applicable laws and regulations.
- Effectively manage department budget.
- Coordinate with multiple agencies, departments, groups and other parties to effectively carry out the duties of the position.
- Appropriately and professionally address the public on the City's behalf to communicate the City's best interests on department related concerns or details.
- Formulate and implement policies and procedures.
- Provide the highest standard of customer service.
- Provide effective communication.
- Demonstrate knowledge and experience with the Texas Police Chief's "Best Practices" Accreditation program and a commitment to achieve and maintain this designation for the department.

The Police Chief's role is an opportunity to continue to build upon the tremendous growth the department has experienced. The City expects the candidate to have superior leadership skills, a focus on community partnerships, and a strategic mindset to continue to elevate our department as an emerging leader in law enforcement technology and initiatives.

Aside from the tactical and administrative skills, the City of Burnet is looking for a candidate who demonstrates and upholds the City's work values:

- High Ethics
- Trustworthiness
- Integrity
- Individual Accountability
- Cultural Sensitivity
- Conflict Resolution and Problem Solving
- Appreciation and Recognition
- Respect and Dignity



If this sounds like you and your experience, apply today!

**TO REVIEW A FULL JOB DESCRIPTION OR TO APPLY GO TO:
WWW.CITYOFBURNET.COM/JOBS**

**QUESTIONS ABOUT THE JOB?
CALL HUMAN RESOURCES AT 512-715-3213**



JOB DESCRIPTION

Police Chief

CLASS NO. 201

PAY GRADE: 32

FLSA: Exempt

JOB CLASS: Officials/Administrators

JOB SUMMARY:

Operating with a high degree of autonomy, the Police Chief performs complex supervisory, professional, and administrative duties. This role is responsible for leading, planning, and coordinating all facets of Police Department operations to ensure the safety of the public. This position is required to work effectively with other law enforcement agency representatives, City Manager, staff, elected officials, community groups and organizations, and other members of the public to meet the changing needs of the Department and citizens of Burnet. The Police Chief carries out all responsibilities in accordance with the organization's policies and applicable federal, state, and local statutes, ordinances, laws and regulations. This position reports directly to the City Manager and is responsible for the supervision of Police Department personnel, effective management of the department's operating budget, and the consistent exercise of sound, independent decision-making.

ESSENTIAL JOB FUNCTIONS:

- Develops and implements policies and procedures for department activities and operations.
- Enforces and maintains compliance with all codes, ordinances, laws, and regulations.
- Enforces observance for all staff of high ethical standards in conduct and performance.
- Supervises, directs, and evaluates staff, handling employee concerns and problems, assigning work, and recommending disciplinary and other personnel actions.
- Responsible for overseeing police department personnel selection, training, and development.
- Responsible for scheduling all Police personnel duties including shifts, training, and court appearances.
- Responsible for all department operations including planning, administration, and coordination of all activities for the agency.
- Identifies and develops short-term and long-term planning for department staffing and needs.
- Researches and recommends the type of equipment, supplies, services and/or contracts the department should engage. Prepares bid specifications for equipment and projects.
- Receives complaints and investigates, or assigns someone to investigate, employee matters and ensures adequate resolution.
- May be called upon to direct operations at major occurrences involving automobile accidents, misdemeanors and felonies; may supervise and participate in general police officer duties.
- Advises and assists staff in non-routine investigations.
- Defines and monitors staff performance, productivity, and compliance with departmental mission, goals, objectives, policies, and procedures to ensure all work meets the required expectations.
- Establishes short and long-term goals for department operations and leads organizational and process improvement by producing, gathering, and analyzing data.
- Receives and/or prepares various reports, forms, invoices, correspondence, and other documentation as needed for organizational efficiency and maintains files and logs.
- Reviews all departmental expenditures for accuracy and justification
- Prepares the department's annual budget in coordination with the City Manager and Finance Director.
- Cooperates with County, State and Federal Officers in apprehension and detention of wanted persons; cooperates with other agencies involving police department activities.
- Responds to questions, complaints and requests for information/assistance by telephone or in person from the general public, news media, court personnel, employees, officials or other people. Maintains positive public relations with new media and civic groups; interacts with media on police related matters, special activities, public education, crime prevention etc.

- Represents the City's best interests related to the Police Department when speaking to citizen groups and/or other interested groups.
- Maintains communication between the department and other governmental areas.
- Answers citizen inquiries and resolves problems and complaints regarding the Police Department.
- Attends City Council meetings and takes necessary action regarding Council agenda items.
- Takes steps to improve police operations; plans/supervises enforcement of regulations.
- Plan and supervise crime prevention and detection programs.
- Regular and punctual attendance is required.
- Must demonstrate high ethical conduct and integrity at all times.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to interpret and enforce applicable federal, state, and local laws, regulations, and ordinances.
- Knowledge of and ability to apply City personnel policies and procedures.
- Knowledge of Texas Police Chief's Best Practices Accreditation program and ability to achieve and maintain the designation.
- Knowledge of operations, services, and activities of the Police Department.
- Knowledge of principles, practices, and methods of crime prevention, law enforcement, traffic control, and patrol services.
- Knowledge of principles and practices of organizational development and administration.
- Knowledge of principles and procedures of financial reporting.
- Knowledge of principles of supervision, training and performance evaluation.
- Ability to develop, plan, and administer organizational and department goals and objectives.
- Ability to strategically plan department initiatives and programs to meet organizational goals.
- Ability to effectively manage resources to successfully respond to crisis and critical incidents.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to manage and direct a comprehensive law enforcement and prevention program.
- Ability to analyze data and information; draw conclusions; propose responsive actions.
- Ability to identify and address sensitive community and organizational concerns and needs.
- Ability to plan, organize, direct and evaluate the work of assigned staff.
- Ability to train, develop, and promote professional growth of department personnel.
- Ability to delegate authority and responsibility.
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Ability to research, analyze, and evaluate new service delivery methods and techniques.
- Ability to prepare clear and concise administrative and financial reports.
- Ability to administer large and complex budgets.
- Ability to use office equipment including computers/laptops, tablets, copiers, and phones.
- Ability to use various software programs, including Microsoft Office and applications applicable to the duties of the position for reporting, data collection, and other programs.
- Ability to maintain confidentiality and exercise discretion when sharing job-related information.
- Ability to establish and maintain effective working relationships in all interactions for work duties.
- Ability to safely operate department vehicles and equipment both administratively and tactically.
- Ability to use the City of Burnet Police Department protective and specialty equipment including guns, bulletproof vests, radios, batons, tasers, duty belt and other related or necessary items.
- Ability to make arrests and conduct investigations within the applicable laws while protecting the constitutional rights of everyone involved
- Ability to maintain a positive working environment for the department.
- Ability to effectively and professionally present to City Council and the public.

MINIMUM EDUCATION, CERTIFICATIONS, AND EXPERIENCE:

- Bachelor's degree from an accredited college in Business Management, Public Administration, Criminal Justice, or a related field.

- 10 years of Law Enforcement experience with a minimum of five years of progressively responsible experience.
- Any equivalent combination of experience and training which provides the required knowledge, skills, and abilities and satisfies state statutes may be substituted for the requirements above.
- Must be licensed by and meet all Texas Commission on Law Enforcement (TCOLE) and local ordinance requirements.
- Must hold a Master Peace Officer Certificate issued by TCOLE or out of state equivalent. Must be able to obtain the TCOLE certification within one year of hire date.
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PHYSICAL/WORKING CONDITIONS:

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