

City of Watauga, Texas**Job Title:** Chief of Police**Closing Date/Time:** Mon. 12/09/24 11:59 PM Central Time**Salary:** \$122,897.00 - \$153,621.00 Annually**Job Type:** Full Time**Location:** 7101 Whitley Road, Watauga, TX 76148**Department:** Police Department**APPLY HERE:** <https://www.governmentjobs.com/careers/wataugatx>**Summary of Position:**

Works under broad administrative direction from the City Manager. The Chief of Police reports to and consults with the City Manager in determining plans and policies to be observed in police operations except for general administrative direction, the incumbent works independently with performance evaluated on results achieved.

This is a highly responsible professional position that involves overseeing and managing affairs of the Police Department for the City. The Police Chief formulates and justifies the annual budget for the department and maintains responsibility for its administration and related work.

Please see the [City of Watauga - Recruitment Information](#) for more details.

Essential Duties and Responsibilities:

- Directs, plans, and manages all functions and operations of the Police Department in the enforcement of laws and ordinances, the prevention of crime, and protection of life and property.
- Promulgates and enforces rules and regulations for the Police department.
- Organizes and directs daily police activities through subordinates including but limited to Patrol, Criminal Investigations, K-9, Community Services, Traffic Enforcement, Professional Standards, Police Records, Accreditation, Code Enforcement and Animal Control.
- Directs internal investigations of Police Department.
- Directs and oversees activities of budget preparation and budget implementation.
- Reviews proposals and makes necessary recommendations as to courses of action to the City Manager and City Council and Crime Control and Prevention District board of Directors, as needed.
- Maintains liaison with other police departments.
- Commands police force during emergencies.

- Conducts public relation activities and addresses community groups.
- Approves and assist in formulation of news releases.
- Allows for self-availability in order to work all shifts.
- Attends Council meetings as needed.
- Performs other functions in the Police Department operations as needed.
- Conducts business site visits in an effort to maintain relationships with Watauga business owners and promote business retention.
- Serves as Acting City Manager as needed.
- Serves as the Staff Liaison to the Youth Advisory Council as directed by the City Manager.
- May perform other assignments and handle special projects as required.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Scope of Supervision

Works under the general supervision of the City Manager.

- Directly supervises the Assistant Police Chief. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Reviews and evaluates operations to identify and resolve service issues; meets regularly with the staff to discuss and resolve workload and technical issues, reviews staff work for conformance with laws and Department standards.
- Provides leadership, direction and guidance in technical processes and procedures; assigns and coordinates tasks and projects, monitors work flow and evaluates work effectiveness, methods and procedures. Plans, organizes, coordinates and manages the operations of the Police Department.

Minimum Qualifications:

Bachelor's degree in Police Science, Criminal Justice or a related field preferred and ten (10) years of progressively responsible work in law enforcement, five (5) of which must have been at the level of Lieutenant or higher. Certification by the Texas Commission on Law Enforcement (TCOLE) at the Master level or its equivalent as determined by the Commission. Experience with Local Government Code Chapter 143 Civil Service preferred. Completion of FBI National Academy or Command and Management School of the Institute for Law Enforcement Administration or Law Enforcement Management Institute preferred. Valid Texas Driver's License.

Any work related experience resulting in acceptable proficiency levels in the above Minimum Qualifications is an acceptable substitute for the above specified education and experience requirements.

Knowledge, Skills and Abilities:

- Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.
- Must meet firearm qualification requirements.
- Knowledge of modern principles, practice and methods of law enforcement
- Knowledge of laws governing police work and rules of evidence
- Knowledge of modern personnel principles and practices.
- Knowledge of Local Government Code Chapter 143 Civil Service.
- Skill in assigning and coordinating the work of various officers within the department.
- Skill in preparing and monitoring of budgets.
- Skill in administration of the department.
- Skill in oral and written communication.
- Skill in establishing and maintaining good working relationships with other City employees, the City Council, the media and the general public.
- Skill in handling conflict and uncertain situations.
- Ability to work with frequent interruptions and changes in priorities.
- Ability to analyze and resolve irregular events.
- Ability to deal with confidential information and/or issues using discretion and judgment.

Work Environment

Performs work in both an office in a climate controlled environment with minimal exposure to inclement weather and in the field with exposure to outside environment and subject to extreme temperature and inclement weather. Exposure to computer screens, sitting for prolonged periods of time, walking, standing, stooping, bending, kneeling, and lifting up to 50 pounds. Hazards include prisoners, irate citizens, loud noise and others associated with law enforcement. Need manual dexterity and visual acuity. Must be able to operate assigned equipment and vehicle and to adhere to all safety guidelines.

EMPLOYEE BENEFITS

The City of Watauga offers a variety of employment benefits to all regular full time employees.

SALARY: Salary ranges are designed to be competitive with area industries and municipalities.

SOCIAL SECURITY: The City of Watauga is a non-participating agency.

TEXAS MUNICIPAL RETIREMENT SYSTEM: Regular full-time employee's tax-deferred contribution into the pension fund is 7% of gross wages. The City matches this contribution on a 2 to 1 ratio. Vested after 5 years. Employees are eligible to retire with 20 years of service. [TMRS](#).

MEDICARE: Employees are required to contribute 1.45% of their pay for Medicare insurance.

LONGEVITY PAY: Full-time employees who have been employed for one (1) year are eligible to receive longevity pay. Eligible employees will receive twelve dollars (\$12) for each month they have been employed, and this is distributed as a lump sum in the month of December.

TUITION REIMBURSEMENT: The city will reimburse eligible employees for a portion of the cost of tuition. Conditions and restrictions do apply.

HOLIDAYS: Thirteen (13) holidays including New Year's Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, 2 Personal Days and Birthday Holiday.

VACATION: Employees begin accruing vacation leave when hired but are unable to use it until after successfully completing their 6 month probationary period. Full-time Employee's vacation leave accrual rates are based on length of service. Vacation leave during the 1st and 2nd year is 80 hours annually. Vacation leave during the 3rd and 4th year is 120 hours annually. Vacation leave after the completion of five to 10 years of service is 128 hours annually. Vacation leave after the completion of ten years of service is 168 hours annually.

SICK LEAVE: Sick leave is accrued at 10 hours per month for a total of 120 hours per year for regular Full time employees

MEDICAL INSURANCE: All regular full-time employees are eligible for medical, dental and vision insurance. Family coverage is available by payroll deductions at reduced group rates. Retirees are also eligible for coverage.

HEALTH SAVINGS ACCOUNT: The City of Watauga offers Health Savings Accounts (HSAs) to employees who have elected a High Deductible Health Plan. Employees can deposit money to their HSA through payroll deductions on an income tax free basis. Employees own their HSA and the money can roll over every year if not used. The account is theirs and they will keep it even if they leave the City. Employees will be issued a debit MasterCard, which can be used to pay for medical expenses, prescriptions and other qualifying items

LIFE INSURANCE: The City presently has a group life insurance program under which regular full-time City employees are eligible for a minimum of \$20,000 or 1X the annual salary to a maximum of \$100,000 at no cost to them. Accidental Death and Dismemberment insurance is also provided at no cost to regular full-time employees for the same coverage.

Voluntary Term Life Insurance is available in increments of \$10,000 to a maximum of \$300,000. Coverage is available for spouses under age 70 in increments of \$5,000 to \$150,000 not to exceed 50% of your amount. Children of covered employees can have \$10,000. This coverage is guaranteed at the initial offering up to \$150,000 for employees under age 60, \$30,000 for spouses under age 60 and \$10,000 for children. If you apply at a later date or for amounts over the Guaranteed Issue you need to complete a medical questionnaire and could be declined for coverage. Cost will depend on the employee's and spouse's age and coverage amount. You also have the option to add AD&D coverage to your Life Insurance. AD&D coverage to employee and spouse voluntary life insurance. The amount must match the amount of supplemental life insurance. (Cost \$0.03 per thousand)

LONG TERM DISABILITY: All regular full-time employees have long term disability coverage, which is provided at the City's expense. The long-term disability plan provides financial protection for regular full-time employees by paying a portion of the employee's income (up to 50% of monthly earnings to a maximum benefit of \$5,000 per month).

MILITARY LEAVE: Regular employees are allowed (15) days per year.

WORKERS COMPENSATION: Employees may receive up to three months of salary continuation due to an on-the-job injury

VOLUNTARY SUPPLEMENTAL BENEFITS: Group rates are offered for supplemental insurance plans including Accident, Cancer, Critical Illness, Hospital Indemnity, Medical Transportation, Permanent Life Insurance, Pet Insurance, Legal and Identity Theft, and Short Term Disability coverage. These are voluntary plans paid for by the employee.

EMPLOYEE ASSISTANCE PROGRAM (EAP): The Employee Assistance Program (EAP) is a benefit available for employees and their dependents to be used for confidential counseling.

SERVICE AWARDS: Employees receive service awards for every five years of service.

DIRECT DEPOSIT: The City of Watauga is a direct deposit City. The City offers the ability to deposit employees' paychecks into 6 different accounts, if desired.

WATAUGA RECREATION CENTER: Employee membership is free.

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