

City of Bryan, Ohio
Mayor's Office
1399 E. High Street
PO Box 190
Bryan, OH 43506



August 23, 2019

The City of Bryan serves as the County Seat for Williams County and is located in the Northwest corner of Ohio. Established in 1840, Bryan was reincorporated as a City in 1941 and currently serves approximately 8,500 residents. The City of Bryan is a Mayor – Council form of government with the Mayor, Carrie M. Schlade in charge of day to day operations. The Bryan Police Department consists of up to 16 patrolman, 3 sergeants, Captain and Chief.

CHIEF

The City of Bryan is currently seeking qualified candidates for a full time Police Chief. Complete job descriptions, including qualifications, may be obtained by contacting City Hall, Mayor's office at 419-633-6000 or mayor@cityofbryan.com. Wage range is between \$30,000 - \$80,000 depending on qualifications, plus competitive benefits . Please send cover letter, resume and complete list of references to the attention of: Mayor Carrie Schlade, 1399 E. High Street, PO Box 190, Bryan, OH 43506 by noon on Friday, August 30, 2019. Bryan, OH is an equal opportunity employer.



POSITION DESCRIPTION
An Equal Opportunity Employer

Position:	Police Chief	Job Code:	Salary Range C
Dept./Div.:	Police Department	FLSA Status:	Exempt (Executive)
Reports to:	Mayor	Civil Service Status:	Unclassified
Subject to Recall:		Employment Status:	Full-time
EEO Status:	Officials Administration	DOT/O*Net Code:	
Employee Name:		Normal Work Hours:	

GENERAL DESCRIPTION:

Directs and coordinates activities of government police department in accordance with authority delegated by Bryan City Charter and ordinances, by performing the essential duties personally or through subordinate supervisors.

POSITIONS DIRECTLY SUPERVISED:

Manage all subordinate supervisors who supervise employees in the Patrol Division, Detective Division, Public Relations/Juvenile Division, School Resource Officer, MAN Unit, Radio Dispatch Division, Records Division, School Crossing Guards, Police Reserves, and Police Explorer Scouts. Responsible for overall direction, coordination, and evaluation of these units. Directly supervise Non-supervisory employees.

EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:
Motor vehicle, LEADS Terminal, Computer

JOB DESCRIPTION AND WORKER CHARACTERISTICS:

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101:

Plan, direct, and control all activities of the police department in the enforcement of laws and ordinances, the prevention of crime, and the protection of life and property. Promulgate rules and regulations for the department as delegated by regulating code. Suspend, demote, or otherwise discipline members of the police force for infractions of rules and inefficiency. Participates in management responsibilities for hiring, promoting, adjusting grievances, labor contract matters, employee motivation, and evaluation. Direct activities of personnel engaged in preparing budget proposals, maintain police records, and recruiting staff. Approve police budget and negotiate with municipal officials for appropriation of funds. Responsible for approving payroll sheets and forwarding to Clerk Treasurer's office. Command police force during emergencies such as fires and riots. Be present at major crime scenes or direct next in command, if unavailable. Make inspection to police station. Cooperate with and serve



as liaison to County, State, and Federal law enforcement agencies.

Review activities and reports of police officers. Assist in investigation or apprehension of offenders. Ability to render credible testimony in a court of law. Coordinate and administer daily police activities. Coordinate internal investigation of members of police department for alleged wrongdoings. Address various groups to inform the public of goals and operations of the police department. Prepare request for government agencies to obtain funds for special operations or for purchasing equipment and supplies for police department.

Manage all subordinate supervisors who supervise employees in the Patrol Division, Detective Division, Public Relations/Juvenile Division, School Resource Officer, MAN Unit, Radio Dispatch Division, Records Division, School Crossing Guards, Police Reserves, and Police Explorer Scouts. Responsible for overall direction, coordination, and evaluation of these units. Directly supervise non-supervisory employees. Carry out supervisory responsibilities in accordance with the organization's policies, procedures, and applicable laws.

Attend conventions and/or training courses to stay abreast of current laws. Responsible for planning, developing, and directing a complete program for police administration. Attend City Council meetings.

Perform or follow any directive or duties assigned by the Mayor.

MINIMUM ACCEPTABLE CHARACTERISTICS: (*indicates developed after employment)

Knowledge of: The organization's policies, procedures, and applicable laws.

Skill in:

Ability to: Read, analyze, and interpret the most complex documents; respond effectively to the most sensitive inquiries or complaints; write speeches and articles using original or innovative techniques or style; make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors; work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations; define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

QUALIFICATIONS: An example of acceptable qualifications:

Individual must be able to perform each essential duty satisfactorily. These qualifications 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).



Minimum Qualifications: Position requires a minimum of fifteen (15) years *actual* full-time law enforcement experience with at least (3) years in a supervisory capacity (detective, sergeant, lieutenant, captain, or chief); certification as a Police Officer of the State of Ohio; a citizen of the United States; and a valid Ohio driver's license.

LICENSURE OR CERTIFICATION REQUIREMENTS:

Preferred Qualifications: Associates degree in Criminal Justice, Public Administration or related field plus a minimum of ten (10) years *actual* full-time law enforcement experience with at least three (3) years in a supervisory capacity (detective, sergeant, lieutenant, captain, or chief).

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:

Facility and Work Area:

(The characteristics described are representative of those encountered while performing the essential functions of Police Chief and are not intended to be all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Occasionally exposed to outside weather conditions.

The noise level in the work environment is moderate to quiet.

Physical and Environmental Characteristics:

(The following list is representative of what must be met to successfully perform the essential functions of Police Chief and is not intended to be all-inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to sit and talk or hear; frequently required to use hands to finger, handle or feel and reach with hands and arms; occasionally required to stand, walk, climb or balance, stoop, kneel, crouch or crawl, and taste or smell; regularly lift and/or move up to ten (10) pounds and occasionally lift and/or move up to fifty (50) pounds; specific vision required including close vision, distance vision, peripheral vision and ability to adjust focus.

The employee:

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed my position description, and that I understand the contents of the position description.

(Approval of Appointing Authority)

(Date)

(Employee Signature)

(Date)

106 RECRUITMENT AND HIRING

Notices of vacant positions will be posted in all City Departments, by the Department Head. The job vacancy notices will include the following information:

- Job title
- Salary range
- Minimum qualifications of position
- Place and manner of making application
- Deadline for applications

Employees are urged to read the bulletin board regularly for promotional opportunities. If a position is not filled after posting in each department, the position shall be advertised.

Any person given an offer of employment will be required to complete and pass a drug/alcohol screening and shall be required to have a physical exam.