



Town of Siler City Vacancy Announcement

POLICE LIEUTENANT

General Statement of Duties

Performs difficult protective service work supervising and participating in a variety of law enforcement, support or special duty assignments, responding to emergency police situations, effecting arrests and maintaining law and order, investigating crimes, providing assistance to the officers and public, maintaining records and files, preparing reports.

Distinguishing Features of the Class

Employees in this class are assigned special administrative and management work. Responsibilities include supervising the patrol division; assigning staff and monitoring performance; researching and recommending departmental policies; preparing and administering budgets; representing the department at various functions; handling citizen concerns and issues; participating in the patrol work; performing crime prevention, and other administrative work. Work requires advanced knowledge of law enforcement management and substantial judgement and independent initiative. Work involves frequent public contact which requires tact, firmness and decisiveness. Employees are subject to hazards in law enforcement work including working in both inside and outside environments, in extreme hot and cold weather, and exposure to various hazards such as dangerous persons, loud noises, hazardous spills with fumes, oils, gases or flammable liquids. Work is subject to the final OSHA standards on blood borne pathogens. Work is performed in accordance with departmental policy and State and Federal law, supplemented with specific directions from the Police Major and Chief of Police. Work is performed under the limited supervision of the Police Major and Chief of Police, and is evaluated through observation, discussion and review of reports.

Qualification Requirements

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

Essential Duties and Tasks

- Supervises staff engaged in a wide variety of law enforcement activities through subordinate supervisors; provides technical guidance, performance coaching and evaluation; participates in hiring process including interviews, background investigations; recommends employee promotions and salary adjustments; takes and/or recommends disciplinary actions; ensures proper training and certification of all assigned staff.
- Prepares and administers division budget; obtains supplies, uniforms, training materials, vehicles, office furniture, weapons and other needs.
- Researches, drafts, and recommends policies and procedures related to division supervised, or to entire department.
- Coordinates special events with various Town staff and community groups.
- Coordinates assignment of staff to special functions and projects.

- Processes evidence and bags items for storage.
- Conducts surveillance.
- Interviews victims, witnesses and offenders.
- Testifies in court.
- Conducts criminal investigations and assists other investigators with their cases.
- Transports evidence to State lab for testing as needed.
- Assists patrol in responding to calls for service as needed.
- Destroys physical evidence after case disposition in accordance with applicable laws.
- Maintains the medical drop box; destroys medications after case disposition in accordance with applicable laws.
- Reviews incident reports for accuracy, thoroughness, to analyze criminal and traffic trends, and for coordination with investigations.
- Schedules full-time and auxiliary officers, school crossing guards, and other assigned staff for efficiency and proper coverage.
- Participates in the development and administration of various grants; plans and supervises community policing, selective traffic enforcement and other special projects.
- Assists other law enforcement agencies as needed.
- Performs related duties as required.

Knowledges, Skills, and Abilities

- Thorough knowledge of State and Federal laws, local ordinances and policies of the police department.
- Thorough knowledge of law enforcement principles, practices, methods and equipment.
- Thorough knowledge of State and Federal laws and regulations concerning DCI and evidence chain of custody requirements.
- Thorough knowledge of modern and effective supervisory practices of motivation, communication, counseling, discipline and performance evaluation.
- Working knowledge of the application of computers to modern law enforcement work.
- Thorough knowledge of the organization's personnel policies, budget and purchasing procedures, and effective supervisory practices.
- Working knowledge of the laws, court cases and guidelines related to the hiring process.
- Skill in the use of firearms and other police equipment and in the application of self-defense tactics.
- Ability to act with sound judgement in routine and emergency situations.
- Ability to present effective court testimony and make public presentations.
- Ability to prepare clear and concise administrative and activity reports.
- Ability to make arithmetic computations.
- Ability to compute rates, ratios and percentages.
- Ability to build and maintain cooperative and effective public relations with the citizens, department staff, and Town officials.

Physical Requirements

- Must be able to physically perform the basic life functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing and pulling, bending, climbing, crawling, fingering and performing repetitive motions.
- Must be able to perform medium work exerting up to 100 pounds of force occasionally; 25 pounds of force frequently; and 10 pounds constantly.

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.
- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communication and/or to make fine distinctions in sounds.
- Visual acuity is required for depth perception, color perception, night vision, peripheral vision, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

Education and Experience Requirements

- Graduation from a community college with an associate's degree in criminal justice, or related field and considerable experience in law enforcement along with moderate supervisory experience, or an equivalent combination of education and experience.
- Possession of Advanced Law Enforcement, Radar, Intoxillizer, ECR II and DCI certifications upon hire.
- Completion of First Line Supervision, Criminal Investigator, Mid-Management and Evidence Room training upon hire.
- Possession of a valid North Carolina driver's license.

Hiring Salary: \$52,097.77 (84-hours/bi-weekly pay period)

To Apply

This posting is open until filled. A completed application, current resume, and cover letter are required. An application can be found at www.silercity.org. Documents may be mailed or delivered to City Hall, 311 N Second Avenue, PO Box 769, Siler City, NC 27344 or submitted via email to ndarden@silercity.org. Pre-employment drug testing, DMV check, and background checks are required upon job offer. EOE.

The Town of Siler City as an Equal Opportunity Employer, invites the submission of proposals from minority and women-owned firms and certified Section 3 business concerns if the contract is over \$100,000 for non-construction contracts.

The Town of Siler City will make appropriate arrangements to ensure that disabled persons are provided other accommodations, such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of materials for the blind, or assuring a barrier-free location for the proceedings.

This information is available in Spanish or any other language upon request. Please contact Jenifer Johnson at 919-742-4731, 311 North Second Avenue, Siler City, North Carolina 27344, or jjohnson@silercity.org for accommodations for this request.

Esta información está disponible en español o en cualquier otro idioma bajo petición. Por favor, póngase en contacto con Jenifer Johnson al jjohnson@silercity.org o 919-742-4731 o en 311 North Second Avenue, Siler City, North Carolina 27344 de alojamiento para esta solicitud.