

**Town of Odessa
Equal Opportunity Employer
Job Description
Town Marshal/Police Chief-Full Time**

General Description:

The position of Town Marshal is a full-time position, which is appointed by the Mayor. The Town Marshal is the executive and general manager of all police operations. The function of the Town Marshal is to manage, direct and control the Police Department of the Town of Odessa and conduct normal patrols, within state and federal constitutional and other legal, professional and budgetary rule to provide successful crime prevention, reduction and prosecution services for the citizens of the community. He/she is primarily responsible for establishing and implementing polices, effectively managing finances and coordinating the use of all available resources in the manner that provides stability to the Department and protection to the citizens and property it serves.

To successfully accomplish the primary of this position, the individual serving in the capacity of Town Marshal performs specialized work for a municipal government which requires the ability to exercise independent judgment, initiative and discretion based upon knowledge of the laws of the State of Washington, as well as administrative and legislative policies and the policies and ordinances of the Town of Odessa. The Town Marshal is a department head who makes reports to (and as required by) the Mayor. The Town Marshal also completes projects and accepts additional responsibilities as directed by the Mayor.

The Town Marshal supervises commissioned personnel and support staff when utilized. Unless directed by the Mayor, the Town Marshal has full discretion in making recommendations on the administration and management of the Police Department and has authority to make recommendations on hiring decisions and on taking disciplinary actions.

Reports to: Mayor

Typical Duties:

- Plan, directs and evaluates the ongoing operations of the Town of Odessa Police Dept.
- Responsible for department fiscal management, including the development of an annual budget proposal and the control of budgeted expenses.
- Prepares and reviews operational and administrative reports.
- Plans and implements Police Department programs, ensuring that all equipment necessary to the successful functioning of such programs is available to appropriate personnel.

- Uses crime analysis information in developing agency tactics, strategies, and long-range plans. Monitors criminal investigations and crime trends.
- Develops and implement Police Department policies and procedures, revising and amending as necessary.
- Assures the safety of Police Department personnel.
- Monitors criminal investigations.
- Operates a motor vehicle in all environmental conditions and on occasion, operates the vehicle at high speeds and in difficult traffic and roadway situations.
- Performs criminal investigations, enforces municipal traffic regulations, investigates traffic collisions, and identify criminal activity.
- Supervises maintenance of records regarding arrests, investigations and other police matters.
- Supervise the retention and destruction of Department records as described by State law.
- Research and apply for grants and monitor grant moneys received, completing required reports.
- Conducts routine patrol duties with Town limits, assisting surrounding agencies as needed.
- Responds to calls for service and assistance, as needed.
- Makes arrests for various crimes.
- Investigates complaints lodged against the Police Department or department employees.
- Civilian law enforcement planning and command for disaster and unusual occurrences operations.
- Attends Town Council meeting and other meetings as required.
- Confers with the Mayor and Police Committee as necessary.
- Controls and maintains Department inventory, evidence and property.

Qualifications:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- Completion of the Washington State Law Enforcement Academy or equivalent.
- No felony convictions.
- Five years law enforcement experience.
- Completion of first and middle level management courses.
- U.S. Citizen.
- Demonstrate knowledge of effective personnel management and supervision techniques.
- Ability to deal effectively with the public using tact and diplomacy.
- Knowledge of technical and administrative aspects of crime prevention and community policing.

- Knowledge and understanding of federal, state, and local laws and ordinances pertaining to law enforcement functions.
- Advanced studies in police administration.
- Aptitude in various fiscal duties such as budgeting, purchasing and accounting.
- Proficient in use of firearms and related police equipment and tools.
- Ability to make split-second decisions to ensure the well-being of the public, the Department and subordinate personnel.
- Ability and willingness to maintain strict confidentiality.
- Strong community relation skills.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to walk, run, stand, sit, talk, or hear, use of hand to finger, reach with hands and arms, handle, or feel object, tools, or controls; occasionally climb or balance; stoop, kneel, crouch or crawl.
- The employee must be able to lift and/or move up to 80 pounds and may need to physically control individuals or items in excess of 200 pounds.
- The employee may encounter hazards arising from contact with violent individuals. In addition, in the course of performing his/her duties, the employee may be exposed to bio-hazardous materials (i.e. blood-borne pathogens) or hazardous materials released at the scene. Continuous attention to safe working and operating procedures is required.
- The employee serving in this capacity may be required to use a firearm, or may be required to utilize specialized protective equipment or generalized protective equipment.
- Work is performed both indoors and outdoors. This position is subject to various work schedules and may be required to work additional time as the need arises.
- Ability to operate a vehicle, two-way radio and to effectively utilize and operate law enforcement equipment.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude

individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Town and employee and is subject to change as the needs of the Town and requirements of the job.

Signature

Date