



JOB POSTING

April 2, 2024

The City of Country Club Hills is now accepting applications for the following **Full-Time** position vacancy:

DEPUTY CHIEF OF POLICE

Position Summary: The Deputy Police Chief serves as the department's second-in-command, responsible for supervising daily operations and services. They provide support to the Chief in various areas including long-term planning, budgeting, collective bargaining, as well as personnel matters, patrol, tactical, and investigative operations. In the Chief's absence, the Deputy assumes authority of the Police Department.

Essential Duties/Responsibilities:

- Possession of a current and active full-time State of Illinois Law Enforcement Certification; must maintain active certification during employment
- Assists the Chief of Police in hiring, assessing, disciplining and terminating of personnel
- Supervises and participates in the activities of the assigned unit
- Assists with the development and implementation of department policy and procedures
- Meets with civic groups, news media, and other groups to discuss police department goals, activities, and programs
- Read, analyze, and respond to daily administrative paperwork
- Develop Department operating budget and capital outlay schedule for each fiscal year
- Enforce all applicable State and Federal laws, Municipal ordinances, and Departmental policies
- Coordinate all internal affairs investigations within the Department
- Assume operational command of all sworn personnel during disaster operations and large scale incidents
- Ordering of Department supplies and evidence equipment
- Perform public relations duties and attend the council meeting twice a month
- Attend weekly staff meetings with the Mayor and Department Heads
- Member of the Executive Safety Committee
- Member of E-Com Police Sub-Committee
- Member of E-Com Operating Board
- Comprehensive understanding of contemporary law enforcement principles, methodologies, tactics, and tools; extensive familiarity with relevant legislation (federal, state, local), ordinances, as well as departmental protocols, guidelines and equipment
- Professional relationship with City Attorney as well as Elected Officials
- Develop relationships with labor organizations
- Attends court and testifies when needed
- Assist the patrol division with calls for service when needed
- Duties as assigned

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Skills/Abilities:

- Must be 21 years or older
- Excellent oral and written communication skills
- Ability to operate the following: police car, police radio, handgun and other defensive weapons as required
- Ability to exercise sound judgment in evaluating situations and making decisions
- Knowledge of Microsoft Office Products (Word, Excel, PowerPoint)
- Law enforcement experience in a department similar in size, as well as experience working in a culturally diverse community consistent to that of the City of Country Club Hills
- Proficient in the use and knowledge of ADP, Schedule Anywhere, LEDI with ILETSB, Police Law Institute, PowerDMS, Axon body cameras, Flock LPR camera systems
- Prior experience conducting training in the use of lethal /non-lethal weapons and tools

Required Minimum Qualifications:**Education and Experience**

- Bachelor's degree or equivalent experience/Military experience is a plus
- Twelve (12) years experience in police work as a full-time certified officer
- Five (5) years police supervisory experience at the rank of Sergeant, with an additional two (2) years management experience at the rank of Lieutenant or above, preferred
- Successful completion of at least one (1) of the following: FBI National Academy, Northwestern University's School of Police Staff and Command, PERF Senior Management Institute for Police, Police Executive Role in the 21st Century (PER21C) program at Western Illinois University, preferred

Physical Demands:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the 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 frequently require to sit, talk and hear, stand walk, use hands to fingers, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to run, climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally be required to physically subdue combative subjects and must maintain a level of physical ability accordingly.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment:

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

Work is performed primarily in office, vehicles and outdoors settings in all weather conditions, including temperatures extremes during day and night shifts. Work is often performed in emergency and stressful situations.

While performing the duties of this job, the employee works near moving mechanical parts, in high, precarious places, and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold and extreme heat. The noise level in the work environment is usually quiet in office settings and loud in emergency situations.

Salary Range: Salary is based on qualifications and experience

APPLICATION DEADLINE IS OPEN UNTIL FILLED

If you would like to apply for this position, please submit a completed application and resume in PDF to Nikki Cody, HR Director, City of Country Club Hills, 4200 W. 183rd Street, Country Club Hills, IL 60478 or via email ncody@countryclubhills.org. Applications available on line at www.countryclubhills.org. The City of Country Club Hills is an Equal Opportunity Employer (EOE).