

Police Chief
Welaka, Florida

The Town of Welaka is accepting applications for the position of Police Chief. The successful applicant must possess strong communication, leadership, organizational and management skills. The Town of Welaka is a diverse, multi-cultural, rural community that expects its Chief to be involved with the entire community. Demonstrated experience with and a strong commitment to community involvement is preferred.

The Town is in Putnam County, which lies in the north central part of Florida. The Town is one square mile in size and population of approximately 701. Visit our website at <http://welaka-fl.gov> for more information about our historic rural community.

This position of Police Chief in Welaka assumes full management responsibility for all Police Department services and activities, that include patrol, traffic, criminal investigations, records and communications, internal affairs, and law enforcement; and recommends and administers policies and procedures. The Police Chief will manage, direct, and oversee maintenance of law and order, protection of life and property, regulation of traffic, apprehension, arrest, and detention of law violators, and maintenance of police records. This will be a “working Chief” position. In addition to the administrative and leadership role, duties will include direct involvement in the field performing general law enforcement, patrol services and community policing as needed.

To be successful in this position, the Police Chief will need to be a strong communicator that is expected to speak and make presentations at public meetings and confers with residents and Town Officials on law enforcement problems; assists in the development of innovative municipal law enforcement policies; and confers with civic and business groups on police and management policies relating to department philosophy.

This position combines all of the requirements of a Police Patrolman working a regular shift with the additional responsibility for administrative and technical police work in the direction of all employee and activities of the Municipal Police Department. To this end, the Welaka Police Chief’s job description entails all of the requirements of the Job Description for a Police Patrolman (attached to this job description and hereby incorporated as part of the WORKING POLICE CHIEF job description) and all of the following requirements in the Personnel Policy.

This is an important working and administrative position involving responsibility for the protection of lives and property in the Town through the supervision of all police functions. Work involves the efficient operation of the police department through the control of activities, the determination of departmental procedures, the planning of departmental work priorities and goals, the implementation of programs, and the training, assignment, and supervision of all department members. The employee consults with the Town Mayor in determining plans and policies to be observed in the conduct of police operations, and, except for general administrative direction, he works independently in supervising the police department function. Work is reviewed through discussion on problems and review of program results.

Please submit resume to: Jennifer McDaniel, Town Clerk
Town of Welaka
400 4th Street
Welaka, Florida 32193

For additional information call (386) 467-9800. Applications are available online at <http://welaka-fl.gov> or by picking one up at Town Hall, 400 4th Avenue in Welaka. Application deadline August 30, 2016.

Town of Welaka is an Equal Opportunity Employer, an E-Verify Employer and a Drug-Free Workplace.