

CITY OF BIXBY

JOB POSTING

JOB TITLE: Chief of Police
SUPERVISOR'S TITLE: City Manager
POSTING DATE: July 20, 2021

The City of Bixby, a growing and progressive community, is seeking a proactive, positive, qualified individual who is self-motivated, task-oriented, and results-driven and will become an asset in the position of Chief of Police.

POSITION SUMMARY:

Under the supervision of the City Manager, the Chief of Police performs organizes, directs, evaluates, and develops plans for the City's Police Department, whose mission is to protect life and property in the community through law enforcement and crime prevention activities.

PRINCIPAL RESPONSIBILITIES:

The Chief of Police leads the mission of the Police Department through:

- 1) Patrol activities
- 2) Criminal investigations
- 3) Crime prevention education and inspection activities
- 4) Community engagement and Public relations
- 5) Strategic Planning
- 6) Internal training
- 7) Traffic enforcement
- 8) Data acquisition and analysis
- 9) Grant application and administration
- 10) Cooperative efforts with other jurisdictions to resolve common police problems
- 11) Incorporation of modern, efficient law enforcement technologies into the department's procedures, equipment, and methods.

EDUCATION, TRAINING & EXPERIENCE REQUIRED:

1. Associate's degree or bachelor's degree programs, or equivalent, in Criminal Justice.
2. Fifteen (15) years of progressive responsibility in law enforcement
3. Five (5) year of command level experience, including administrative and supervisory duties
4. FBI National Academy, Southwest Police Institute, FBI-LEEDA, PERF's Senior Management Institute for Police (SMIP), or equivalent training preferred.

SPECIAL CERTIFICATES, REGISTRATIONS, LICENSES REQUIRED:

- CLEET certification or other reciprocally recognized State certification
- CPR and AED certification
- Valid Oklahoma driver’s license

COMPENSATION:

Depends on experience and qualifications.

HOW AND WHEN TO APPLY:

Submit a completed application (available at www.bixbyok.gov), cover letter, and resume to the City Manager for consideration. No phone calls, please.

Tentative Selection Schedule:

Activity	Date(s)
Advertise Position	July 20 th – Sept. 10 th
Application Review	Sept. 10 th – Sept. 21 st
Notify Interview candidates (4-6)	Sept. 21 st
Interviews	Sept. 24 th
Select top 3 candidates	Sept. 24 th
Present 3 finalists to City Council	Sept. 27 th or Oct. 11 th

All interviewees must be available to interview at a time to be assigned on September 24, 2021.

All finalists must be available to attend either the September 27th or October 11th.

This job posting will be open until filled.

The City of Bixby is an Equal Opportunity Employer.