



Office of the Town Manager
114. N Raiford Street
Selma, North Carolina 27576
Phone (919) 965-9841
www.selma-nc.com

POLICE CHIEF

Department: Police

FLSA Status: Exempt

Reports To: Town Manager

General Statement of Duties

Performs administrative, managerial, and specialized law enforcement work in planning, organizing, and directing the activities and personnel of the Town's Police Department.

Distinguishing Features of the Class

An employee in this class plans and directs the law enforcement program of the Town. The Chief of Police is appointed by and directly answerable to the Town Manager and serves as the Chief Executive Officer of the Police Department. The Chief is the final departmental authority in all matters of policy, operations, and discipline and exercises all lawful powers vested in the office to ensure the effective performance of the Department and its employees.

The employee is responsible for the protection of life and property through a comprehensive program of enforcement, detection, investigation, and prevention of crime and accidents. Work involves full managerial and supervisory responsibility, including the establishment and enforcement of departmental rules, regulations, and policies; planning, directing, coordinating, controlling, and staffing all departmental activities; and ensuring compliance with applicable state and federal laws and Town ordinances.

The position includes creating and articulating a Community Policing philosophy; establishing trust and credibility with the community; overseeing the preparation and submission of required state, federal, and local reports; cooperating with other law enforcement agencies; preparing and managing operating and capital budgets; overseeing the application of technology within the department; and supervising all sworn and civilian personnel.

Work is performed in accordance with departmental policy and applicable statutes. The employee is subject to hazards associated with law enforcement work, including exposure to dangerous situations, extreme weather conditions, noise, moving mechanical parts, and

electrical current. Work may be subject to OSHA standards related to bloodborne pathogens and may require the use of specialized personal protective equipment. Work is performed under the direct supervision of the Town Manager and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

Duties and Responsibilities

Essential Duties and Tasks:

- Enforces all applicable laws and ordinances within the Town's legal jurisdiction.
- Performs all administrative functions, including strategic planning; establishing long- and short-term departmental goals and objectives; developing, administering, and monitoring the department budget; providing budget recommendations to the Town Manager; administering purchasing functions; writing and administering grants; and overseeing staff use and care of vehicles, technology, facilities, and equipment.
- Plans, directs, coordinates, controls, and staffs all activities of the Police Department; establishes and enforces departmental rules, regulations, policies, and operational priorities.
- Establishes and communicates standards of performance and a philosophy of law enforcement for the department; develops and communicates a clear vision and direction; builds staff capacity; creates a high-performance work environment; and provides leadership, motivation, conflict resolution, performance coaching, and employee evaluations.
- Oversees recruitment, selection, training, career development, promotion, and discipline of sworn and civilian personnel; advises, directs, and consults with subordinate staff on matters of training, work assignments, scheduling, and professional development.
- Establishes credibility and trust with the community through education, engagement, and outreach initiatives; receives, investigates, and responds to citizen inquiries or complaints regarding police activities and services.
- Supervises and participates in departmental operations including patrol, criminal investigations, traffic enforcement, emergency response, and related law enforcement activities.
- Supervises internal personnel investigations; evaluates departmental operations and personnel effectiveness; and ensures accountability and adherence to professional standards.
- Oversees the preparation of periodic reports related to crime, traffic accidents, and departmental activities; analyzes data and trends to inform operational strategies and resource allocation.
- Works with staff and the public on difficult or unusual crime situations; cooperates with local, state, and federal law enforcement agencies in crime prevention, detection, and investigative activities.

- Represents the Police Department and the Town in presentations to civic, volunteer, and professional organizations; drafts press releases and conducts media briefings as appropriate.
- Completes and submits all reports required by law or requested by the Town Manager.

Additional Job Duties:

- Performs sworn law enforcement duties when necessary.
- Attends Town Council meetings and other official meetings as required.
- Performs related duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities:

- Thorough knowledge of law enforcement principles, practices, methods, and equipment.
- Thorough knowledge of state and federal laws, local ordinances, and departmental policies.
- Thorough knowledge of the physical, economic, and social characteristics of the Town.
- Considerable knowledge of public sector personnel laws, regulations, and Town policies.
- Considerable knowledge of public sector budgeting, purchasing, and grant administration.
- Considerable knowledge of the application of information technology to law enforcement operations.
- Strong leadership, communication, motivation, performance coaching, and conflict-resolution skills.
- Skill in the use of firearms and other police equipment and the application of self-defense tactics.
- Skill in public presentations and community engagement.
- Ability to effectively manage all administrative, supervisory, personnel, and budgetary functions of a police department.
- Ability to establish authority, inspire confidence, and exercise sound judgment in routine and emergency situations.
- Ability to plan and direct special programs and law enforcement initiatives.
- Ability to build and maintain cooperative and effective public relations with the community.

Physical Requirements:

- Ability to perform the basic life and operational functions of standing, walking, hearing, kneeling, reaching, feeling, grasping, pushing, pulling, bending, climbing, crawling, fingering, and performing repetitive motions.

- Ability to perform medium work exerting up to 50 pounds of force occasionally, 20 pounds frequently, and 10 pounds constantly.
- Visual acuity sufficient to operate a police vehicle and distinguish details in law enforcement situations.

Desirable Education and Experience:

Graduation from an accredited college or university with a degree in criminal justice, police science, public administration, or a related field, supplemented by advanced coursework in police administration and considerable progressively responsible supervisory and command-level law enforcement experience; or an equivalent combination of education and experience.

Special Requirements:

- Possession of a valid North Carolina Driver's License.
- Completion of the minimum requirements established by the North Carolina Justice Training and Standards Council for certified law enforcement officers.
- Advanced law enforcement certification preferred.

The hiring range is \$73,000 - \$107,000. The position is open until filled.

The Town of Selma's Application for Employment may be downloaded from the link [IOS- Employee-Application-Rvsd-4.25.24.pdf](#) The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; *however, resumes are not accepted in lieu of a completed employment application.* It is preferred that all completed and signed Employment Applications be submitted via email to lblanton@selma-nc.com. Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.