



City of Branson

Where Values Are The Difference

VACANCY NOTICE

Job Title: ASSISTANT POLICE CHIEF— Branson Police Department
Opening Date: Monday, February 6, 2012; position is open to internal and external applicants
Closing Date: Application packets must be received or postmarked by 4:30 p.m., Friday, February 24, 2012.
Work Hours: Monday – Friday 8:00 a.m. to 4:30 p.m.
Beginning Salary: \$62,544.26/annually

POSITION SUMMARY: This position oversees the daily operations of the Police Department. Responsibilities include reviewing and monitoring daily operations and reports, directing personnel activities and participating in the development of policies and procedures and supervising subordinate personnel. Work is performed under limited supervision. This position reports directly to the Chief of Police.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Supervises subordinates with respect to being held accountable for performance and conduct. Other duties include staff development functions, completion of performance evaluations and other personnel related functions. Participates in the hiring and promotional process. Prioritizes and directs the work of division personnel, adjusts personnel allocations and division activities to meet changes in demands of department activities. Ensures divisional operations meet community needs and comply with legislation and court decisions. May assume the responsibilities of Chief of Police in incumbent's absence.

MINIMUM QUALIFICATIONS: Requires graduation from an accredited college or university with a Bachelor's degree in Police Science, Sociology, Psychology, Criminal Justice, Public Management, or a closely related field. Directly related professional experience may be substituted for the degree requirement on a year-for-year basis. Eight years of law enforcement experience, with at least five years of supervisory experience at the rank of Lieutenant or higher. Must be able to qualify with department issued firearm. Must possess a Missouri P.O.S.T. Certificate at time of starting employment. Must possess and maintain a valid Missouri Motor Vehicle Operator's license. Must be able to pass a background investigation, pre-employment substance abuse testing and post-offer medical evaluation. Must be able to lift, carry, push, pull, drag and/or move a minimum of one-hundred (100) pounds.

To be considered for this position, a completed City Application, Supplemental Questionnaire, and Request for Criminal Record Check Form must be submitted to the City of Branson Personnel Dept., 110 W. Maddux St., Ste. 315, Branson, MO 65616. For a copy of the full job description, or to obtain all necessary application materials, please contact the City of Branson Personnel Department. This information is also available for download at www.bransonmo.gov under the employment tab. Applicants are required to complete a separate City Application, Supplemental Questionnaire, if applicable, and Request for Criminal Record Check Form for each posted vacancy. Applications submitted for no particular vacancy are retained on active file for one year and may be used only once. This position will be filled based upon qualifications and without any preference to applicants of one gender over another.

The City of Branson is an Equal Employment Opportunity Employer and, therefore, does not discriminate against employees or applicants for employment on the basis of race, color, religion, national origin, sex, military status, age, disability, political opinions or affiliations, genetic information, or any other characteristic protected by law, except that no person shall be employed who advocates or belongs to a group which advocates the violent overthrow of our government. A copy of the City of Branson's EEO short form may be obtained from the Personnel Department by request. All individuals hired will be required to provide documentation to establish identity and employment authorization as a condition of employment in accordance with the Immigration Reform and Control Act (IRCA). In accordance with the Americans with Disabilities Act (ADA), a position description outlining the essential job functions for each of the vacancies listed is available for review and reasonable accommodations for the application and testing processes will be made upon request.

The City of Branson has an Employee Tobacco Free Policy. Employees are not allowed to utilize tobacco products while on paid time, including any paid break times. This includes smokeless tobacco products.

City of Branson, Personnel Department, 110 W. Maddux Street, Suite 315, Branson, MO 65616
417-337-8555 – Phone, 417-337-5466 – Fax, personneldept@bransonmo.gov - Email