



**NORTH
ADAMS**

**CHIEF OF POLICE POSTING
CITY OF NORTH ADAMS, MASSACHUSETTS**

North Adams, Massachusetts, (population 12,500) seeks an experienced and proactive law enforcement professional to serve as the city's next police chief.

Located in the northwest corner of the Commonwealth, North Adams is the smallest city in Massachusetts, and one of two cities in Berkshire County. The city is home to Massachusetts College of Liberal Arts (MCLA), a campus of the Massachusetts state university system and a top 10 public liberal arts college, as well as to the Massachusetts Museum of Contemporary Art (MASS MoCA), the largest contemporary art center in the United States. North Adams continues to experience an economic resurgence in recent years fueled by the emergence of a robust manufacturing cluster and the creative economy.

North Adams is governed by a mayor and a nine-member city council elected at-large.

The ideal candidate will be a seasoned law enforcement professional with a record of distinguished police service; experience with leadership and staff development; a dedication to community policing; a track record of positive collaboration with other public safety services; a commitment to intercultural competency; and a strategic approach to innovative law enforcement practices. Qualifications include a Bachelor's degree in criminal justice, law enforcement, public administration, or a related field, with a Master's degree preferred; ten or more years of progressively responsible experience, with at least five years of increasingly responsible command experience; an equivalent combination of education and experience may be considered. Salary will be commensurate with qualifications and experience.



CITY OF NORTH ADAMS, MASSACHUSETTS

Title: Police Chief
Department: North Adams Police Department
Reports to: Mayor

POSITION SUMMARY

The police chief works under the administrative direction of the mayor to manage the operations of a critical city department and to perform highly responsible professional and administrative functions. The chief leads a department of 24 full time officers, full and part time dispatchers, and administrative staff.

The chief plans, organizes, and directs the operations of the North Adams Police Department (NAPD) and supervises the deployment of the department's officers, staff, and equipment in the protection of life and property, as well as in the prevention and investigation of crime in the city. In carrying out these duties the chief works closely with other local, regional, and state public safety agencies, including fire, EMS, Massachusetts College of Liberal Arts (MCLA) campus police, regional emergency management, state police, and the office of the district attorney.

The chief performs complex and highly responsible duties requiring a high-level of initiative and independent judgment in the planning, administration, and execution of the department's programs and services and works independently in formulating decisions regarding department policies, procedures, operations, and plans.

This position requires the employee to make decisions that can have catastrophic consequences to the city. Errors could be costly in terms of decreased or less efficient protection to residents and property; possible personal injury/death; and could have direct financial and legal repercussions.

PRIMARY DUTIES

- Oversees and directs all operations of the police department including patrol, community policing, crime prevention, traffic, criminal investigations (including narcotics investigations), evidence and records, dispatch, and department administration.
- Supervises all department employees, developing job direction, assigning tasks and instructions, providing access to training and professional development, and monitoring personnel performance evaluation directly and indirectly through command staff.

- Keeps informed on all departmental matters ensuring duties are being properly discharged; prepares, reviews for accuracy, and submits periodic and special reports to federal, state, and city officials, as required.
- Delegates authority; monitors daily duties and assignments; reviews incident reports; administers staff grievances and disciplinary matters.
- Develops and oversees departmental policies, operating procedures, and general orders; implements best practices and reviews and revises various department policies due to changes in federal and state law as well as local ordinances.
- Collaborates regularly with other public officials; city departments; local, regional, and state public safety agencies (e.g., fire, EMS, MCLA campus police, regional emergency management, and state police); local civic and social organizations; and the legal community, including the office of the district attorney.
- Shares responsibility for supervision and evaluation of school resource officer with the superintendent of the North Adams Public Schools and ensures a close and effective relationship between the police and school departments.
- Reviews and decides on requests for all licenses and permits designated by city ordinance.
- Takes charge at crime scenes, emergencies, and accidents; makes final decision on action for the protection of citizens, property, and staff; cooperates with law enforcement of other jurisdictions in the investigation and apprehension of suspects.
- Responds to requests from the Mayor's Office regarding public safety, traffic and code enforcement, and quality of life issues.
- Works with community groups to enhance relationships as well as to encourage crime prevention and community safety activities.
- Serves as chief spokesperson for the department at the direction and delegation of the mayor, responding to requests for information and statements from the media.
- Prepares department budget and directs the expenditure of budgeted funds and grants, overseeing necessary record-keeping to control expenses.
- Leads strategic planning for the department developing short-term and long-term goals and institutes data driven approaches to crime and traffic safety.
- Has access to extensive confidential information such as personnel records, criminal investigation records, lawsuits, personal information about citizens, as well as collective bargaining negotiating positions; handles this information with discretion and respect for confidentiality.
- Performs similar or related work as required, directed, or as situation dictates.

QUALIFICATIONS

- Bachelor's degree in criminal justice, law enforcement, public administration, or a related field, with a Master's degree preferred. Ten or more years of progressively responsible experience, with at least five years of increasingly responsible command experience; an equivalent combination of education and experience may be considered.
- A valid Massachusetts motor vehicle operator's license and license to carry firearms is required.
- Experience in a collective bargaining environment highly desirable.
- Completion of Massachusetts Criminal Justice Training Academy (MCJTC) for full time police officers or equivalent academy acceptable to the MCJTC.

- Ability to pass a thorough background check including CORI and SORI clearances.
- Thorough knowledge of the principles and practices of police administration and of approved police methods and procedures. Thorough knowledge of city, state and federal laws and regulations affecting police work. Knowledge of criminal law and current techniques of criminal investigation. Knowledge of labor law and collective bargaining. Knowledge of technology as it is used in police work.
- Demonstrated experience leading and supervising subordinates and transmitting general instructions in the form of detailed orders.
- Ability to establish and maintain effective working relationships with city officials, department staff, the general public, and other law enforcement officials at the local, regional, and statewide levels.
- Experience analyzing and interpreting laws, bylaws, rules, regulations, standards, and procedures and applying them to specific situations and cases.
- Ability to organize a police department to recognize needs and provide applicable and culturally competent social and protective services to the community.
- Proven collaboration and communication skills; management and organization skills, including strong fiscal management skills.

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS

The physical demands described here are representative of those that must be met to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee is regularly required to sit and talk or hear, walk, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. This position requires the ability to operate a keyboard at efficient speed. Occasionally may need to move objects weighing up to 60 pounds. Vision and hearing at or correctable to normal ranges.
- Work is generally performed under typical office conditions, with exposure to varying weather conditions and situations endangering personal safety during emergencies or when conducting investigations. Employee is required to work outside of normal business hours on a daily basis. In addition, employee is on call for emergencies 24 hours a day, 7 days a week.
- Work is conducted in a high-stress environment on a regular basis.
- Professional tools include motor vehicles, all police equipment/firearms, computer, and other standard office equipment.

APPLICATION PROCESS

The posting will close February 8, 2019.

Review of applications will begin immediately. Interested candidates are invited to submit an application along with cover letter, resume, and references to:

Michelle Ells, Office of the Mayor
 City Hall
 10 Main Street, North Adams, MA 01247

or by email to mells@northadams-ma.gov

The City of North Adams, Massachusetts, is an affirmative action, equal opportunity employer.