

# *The City of Hobbs is currently seeking a Police Chief for the Hobbs Police Department...*



Rockwind Community Links, is a 27-hole golf facility owned and operated by the City of Hobbs.



Enjoy a professional turf experience at the Veterans Memorial Softball and Baseball Complex.



The CORE is a state of the art facility that enhances the quality of life, provides economic development and improves the health of area residents. An intergenerational place for our residents and guests in our community which offers indoor, year-round opportunities for social interaction, learning, fun and fitness for all ages and abilities. A place where families can enjoy multiple activities in one location.



When you Fly Hobbs, you can fly "From Here to Anywhere," with daily flights to Houston and twice-daily flights four days of the week, you can connect to more than 130 U.S. cities and more than 130 international cities.

*Hobbs, NM, with 24 square miles, has a small town feel, but still has many of the offerings of a large city. Whether you want to play a round of golf at Rockwind Community Links, see a play or musical at Hobbs Community Playhouse, have some fun at Zia Park Casino, or workout/spend some leisure time at our newly built CORE facility – there is always something to do in Hobbs. Hobbs offers a wide variety of restaurants to satisfy your culinary tastes; whether that is a small local Mexican restaurant, an Asian-American fusion restaurant, or even many of the popular national chain restaurants. The City of Hobbs proudly offers a diverse educational experience for students K-12 ranging from our private schools to our various public schools. The University of the Southwest and the New Mexico Junior College are two highly ranked colleges located in Hobbs. Hobbs offers numerous medical facilities to aid the community in their diverse medical needs; whether that is private physicians, specialty physicians, or our hospital – Lea Regional Medical Center which was the first hospital in the state of New Mexico to receive accreditation as a Heart Failure Center. The City of Hobbs is home to Lea County Regional Airport which has multiple flights every day connecting you to anywhere you want to fly. Hobbs is a diverse community of people from all over the world and while it is opportunity that brings people to Hobbs... the sense of community is why they stay here.*



Salary – (Full Range) - \$96,018 – \$161,169

Police Chief performs a variety of complex administrative, supervisory, and professional work in planning, coordinating, and directing the activities of 151 current staff members with 107 certified positions within the Hobbs Police Department. Represents the City and the Police Department while working closely with citizen groups, public and private officials, and outside agencies. Serves as liaison for other law enforcement agencies to provide technical assistance, and to ensure responsive, appropriate delivery of law enforcement services.

#### ESSENTIAL DUTIES

- Establishes and maintains a working environment conducive to positive morale, individual style, quality, creativity, and teamwork.
- Analyzes complex technical and administrative police service problems, evaluates alternative solutions, and adopts effective courses of action.
- Exercises sound independent judgment within general policy and administrative guidelines.
- Fosters strong community relations and partnerships through the creation and administration of model community policing programs and activities. Directs departmental public information. Confers with elected or appointed officials, other law enforcement officials, business representatives, public citizens and City officials on law enforcement problems and assists the development of innovative municipal law enforcement policies.
- Develops positive relations with community groups, businesses and citizens. Maintains involvement with community organizations and activities in a manner that promotes a positive image of the city. Demonstrates cultural sensitivity in dealing with diverse groups both internal and external.
- Leads organizational development, reorganization, program development, evaluation, and goal setting.
- Manages and supervises the police department to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and develops staff, motivates, evaluates, and holds staff accountable when necessary; reviews progress and directs changes as needed and delegates appropriately. Provides leadership and direction in the development of short and long range plans

- Directs the development of management systems, procedures and standards for program evaluation; monitors development related to police service matters, evaluates their impact on city operations, and implements policy and procedure improvements
- Prepares and presents the annual budget for the department; directs the implementation of the department's budget; plans for and reviews specifications for new or replaced equipment. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control and efficiency; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Performs or assists subordinates in performing duties
- Creates positive labor-management relations and maintains open lines of communication with the Union. Comprehends with full understanding the collective bargaining agreement and plays an active role in the negotiation process. Maintains harmony among workers and peers and resolves grievances; adjusts for errors and complaints.
- Prepares a variety of studies, reports and related information for decision-making purposes. Reviews department performance and effectiveness, formulates programs or policies to alleviate deficiencies. Coordinates the information gathered and work accomplished by various officers; assigns officers to special investigations as the needs arise for their specific skills.
- Ensures that as a department, cultural and ethnic diversity is valued; Supports initiatives to focus on the variety of personal experiences, values and creativity that arise from differences in culture and circumstance.
- Develops policies and procedures for the Police Department that are reflective of the directives and policies as outlined by the City Manager and the City Commission.
- Evaluates evidence, witnesses, and suspects in criminal cases to correlate all aspects and to assess for trends, similarities, or for associations with other cases.
- Oversees the training and development of department personnel. Prepares and submits periodic reports to the City Manager regarding the department's activities, and prepares a variety of other reports as appropriate.
- Cooperates with County, State and Federal law enforcement officers as appropriate where activities of the police department are involved. Ensures that laws and ordinances are enforced and that the public peace and safety is maintained. Attends all regular meetings of the City Commission; attends special meetings of the City Commission, departments, or administration at which attendance may be required.



## **MINIMUM REQUIREMENTS**

### **EDUCATION AND EXPERIENCE:**

Bachelor's Degree in Law Enforcement/Criminal Justice, Public Administration or a related field. Minimum of 5 years at a command level position in a progressive law enforcement agency. A combination of education and experience may be substituted on a year to year ratio.

Completion of an advanced law enforcement leadership training (e.g. FBI National Academy, Northwest School of Staff and Command or Southern Police Institute Command Officer Development Course) preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Must possess a diverse background in municipal police management. Dedication to internal communications and employee involvement, community interaction and participation, and analytical thinking and problem solving are essential.

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; considerable knowledge of applicable laws, ordinances, department rules and regulations and technology systems related to law enforcement.

Ability to train and supervise subordinate personnel; Ability to communicate effectively, orally and in writing; Ability to establish and maintain effective working relationships with subordinates, peers and supervisors; Ability to exercise sound judgment in evaluating situations and in making decisions

### **SPECIAL REQUIREMENTS**

Must possess, or be able to obtain by time of hire, a valid state issued driver's license without record of suspension or revocation in any state;

NM Police Officer Certification or the ability to achieve NM Police Officer Certification through the NM Law Enforcement Academy.

Residency Requirement:

The Chief of Police position is required to live within a five (5) mile radius of the City.

### **PERIPHERAL DUTIES**

- Attends conferences and meetings to keep abreast of current trends in the field; represents the police department in a variety of local, county, state and other meetings; participates in professional organizations related to areas of responsibilities.
- Directs investigation of major crime scenes.
- Performs the duties of subordinate personnel as needed.
- Coordinates activities with the Emergency Response and Preparedness Personnel, Legal, and Fire Chief, as needed.

## SUPERVISION RECEIVED

Works under the direct supervision of the City Manager.

## SUPERVISION EXERCISED

Supervises the Deputy Chief and Department Secretary directly, and other departmental staff through subordinate officers and supervisors.



## **MISSION STATEMENT**

*We, the members of the Hobbs Police Department, are committed to being responsive to our community in the delivery of quality service. Recognizing our responsibility to maintain order, while affording dignity and respect to every individual, our objective is to improve the quality of life through a community partnership which promotes safe, secure neighborhoods. The values of the Hobbs Police Department revolve around people, leadership, service and performance.*

The City offers excellent benefits, a top tier pension plan (PERA Municipal Police Plan 5), and eleven paid holidays per year. Apply today!

To apply online, go to [www.governmentjobs.com/careers/hobbsnm](http://www.governmentjobs.com/careers/hobbsnm)

The City of Hobbs is an Equal Opportunity Employer and a Drug-Free work place.