

JOB POSTING

Caernarvon Township, Berks County, approximate population of 4,000, is seeking a full-time Chief of Police with exceptional leadership and management skills to lead the Township's police department. The Township is suburban/rural and includes the town of Morgantown. The Township's police department presently includes six full-time police officers and three part-time police officers. The police department's annual operating budget is approximately \$1.4 million.

The successful candidate will possess knowledge and proficiency in department budgeting, staffing and scheduling, as well as a demonstrated understanding of the best practices necessary to lead a modern police department into the 21st Century. The Chief must have excellent communication skills and is expected to maintain a visible presence within the community and to represent the Township in relations with other municipal and state agencies and community members. The Chief is a working chief meaning that he or she will be expected to engage in patrol activities as necessary. Salary negotiable; commensurate with experience and qualifications.

Notable job responsibilities include:

- Performs and oversees day-to-day operation of the police department.
- Oversees department planning, establishes methods for accomplishing department objectives and ensures that department goals and objectives are consistent and compatible with the goals and objectives set by the Township's Board of Supervisors.
- Preparing and implementing the police department's operating budget.
- Establishing and enforcing appropriate standard operating procedures ("SOP's).
- Personnel management, including determining proper staffing and equipment needs, monitoring work performance and training.
- Developing and maintaining positive community relations between the police department and the general public, elected officials and other law enforcement agencies.

Minimum qualifications include:

- Act 120 certified by the Pennsylvania Municipal Police Officers' Education and Training Commission ("MPOETC") or be able to obtain certification within sixty (60) days of employment.
- Minimum seven (7) years progressive experience as a law enforcement officer in a federal, state, or local law enforcement agency.
- Minimum two (2) years college level education in police administration or related field or, in lieu of formal college education, a minimum of five (5) years of experience in a police department leadership position.

The Township prefers that the successful candidate reside within the township; however, the township will require the residency no greater than twenty (20) miles and thirty (30) minutes from the Caernarvon Township Police Department.

Interested candidates should send a letter of interest with a complete resume by **March 12, 2021** to the Caernarvon Township Administrator, Joan Bair, via email at jbair@caernarvon.org or via regular mail to P.O. Box 294, Morgantown, PA 19543-0294. The successful candidate will be required to satisfactorily complete required background checks.

Caernarvon Township, Berks County, is an Equal Opportunity Employer.