



City of Yankton Mission Statement

To provide exemplary experiences, services, and spaces that create opportunities for everyone to learn, engage, and thrive.

Job Description:	Police Chief
Location:	Public Safety Center
Department/Division:	Police Department
Reports to:	City Manager
FLSA:	Exempt
Pay Range:	60

Definition:

Under the direction of the City Manager, serves as the chief administrative officer of the Police Department; coordinates law enforcement and other public safety activities; oversees the enforcement of all laws within legal jurisdiction; plans, coordinates, supervises all personnel and department programs.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.

Tasks:

- Fulfills missions of the City of Yankton and Yankton Police Department
- Leads City's community orientated policing initiatives
- Plans, directs and coordinates the activities of the police department
- Directs and oversees supervision of police department personnel including patrol, investigations, administration, school resource, K-9, and community services
- Works closely with Information and Technology Services to purchase equipment and to implement and train staff to utilize technology
- Oversees and administers animal control and contracted animal services
- Controls expenditures of department appropriations and prepares budget
- Reviews and assesses documentation, reports, intelligence and personnel issues
- Works closely with dispatch center and county, state, and federal emergency services
- Performs assessments on department development, training and long-term goals, develops and implements policies, regulations and procedures

- Builds relationships with community
- Oversees and directs department communications and social media campaign
- Engages with citizens and assists with resolving problems
- Works daily with City Manager and closely with City Department Heads to problem solve and meet organizational goals
- Ensures compliance with state and federal mandates
- Promotes cooperation with other local, state, and federal government agencies

Knowledge, Skills and Other Characteristics:

- Knowledge of community orientated policing principles and practices
- Knowledge of supervisory and management practices
- Knowledge of law enforcement practices and procedures and applicable local, state, and federal laws, rules, and regulations
- Knowledge of proper firearm handling and techniques
- Skill in developing and implementing police related policies and procedures
- Skill in analytical, objective observance of situations and quick decision making
- Skill in managing situations firmly, courteously, tactfully and impartially
- Skill in establishing cooperative work relationships
- Strong interpersonal and communication skills

Qualifications:

Bachelor's degree in Criminal Justice or related field. Seven years of experience including five years supervisory experience or a master's degree in criminal justice or related field. Experience in local government and law enforcement may substitute for education. Must be or become a certified law enforcement professional in the State of South Dakota. Must live within the corporate limits of the City of Yankton within 6 months of employment.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be an exhaustive list of all job duties performed by personnel so classified. Management reserves the right to revise or amend duties at any time. The job description does not constitute a contract.

Driver's license requirement:

 X Essential
 Non-essential
 CDL required