



201 North State, Knob Noster MO 65336

Phone: 660-563-2595 Fax: 660-563-5634

POSITION: Chief of Police

PRIMARY PURPOSE: Oversee law enforcement operational and support activities of the Knob Noster Police Department.

SUPERVISION: Under the general supervision of the Mayor and Board of Aldermen and the direct supervision of the City Administrator. Directly supervises the Police Lieutenant, and oversees supervision of all subordinate officers in the Knob Noster Police Department.

OVERVIEW: The City of Knob Noster is a town of 2,700 residents located in Johnson County, MO. It is the gateway to Whiteman Air Force Base. By the decision of the voters of Knob Noster, the city just changed from an elected City Marshal to an appointed Chief of Police. The Knob Police Department has the authorized strength of eight total officers, which includes one Lieutenant, one Sergeant, and one Police Detective. The remaining positions are Patrol Officers. The department is looking for a dedicated, energetic Chief of Police.

MINIMUM QUALIFICATIONS

- The Chief of Police shall be twenty-one (21) years of age or older.
- Must have a valid MO driver's license at the time of hire.
- A minimum of five (5) years of experience in law enforcement.
- Shall have no prior Felony or Domestic Violence convictions.
- Shall hold a current State certification for Peace Officer as set forth in Sections 590.100 through 590.150, RSMo.
- Chosen Applicants must acquire full-time residency within the Knob Noster R-VIII Public School District Boundaries within one year of the start of employment.
- Must be able to qualify with the Department-Issued Firearm.
- Must be able to pass a background test which may include a Polygraph or a Computer Voice Stress Analyzer (CVSA).
- Must be able to pass a pre-employment drug screen.

PREFERRED QUALIFICATIONS

- A bachelor's degree from an accredited college or university in the field of Criminal Justice or a related field; or an equivalent combination of experience and education.
- Have successfully applied for a grant for their current agency.
- Have been a supervisor in a Law Enforcement agency.
- Live within the City Limits of Knob Noster.



KNOWLEDGE AND ABILITIES

- Strong oral and written communication skills.
- Ability to prepare, justify, and administer a department budget.
- Computer literate, tech-savvy preferred.
- Able to plan, organize, and administer a comprehensive police service program.
- High-level of critical and analytical thinking skills.
- Knowledge of police methods, administration and practices.
- Knowledge of state codes, policies, protocols, ordinances, statutes, etc.

DUTIES AND RESPONSIBILITIES

- General Management and Supervision of the Knob Noster Police Department, to include, but not limited to: hiring, assessing, disciplining and termination of employment of Police personnel.
- Establish and maintain a healthy working environment for all personnel.
- Develop and administer policies and procedures in line with the guidelines set by the Board of Aldermen.
- Lead the day-to-day operations of the department by preparing reports, conducting investigations and maintaining peace and order within the City of Knob Noster.
- Interpret codes, laws, and ordinances of the City of Knob Noster and State of Missouri and uphold them at all times.
- Follow federal and state legislatures and their passed laws and ensure that policies and protocols are kept up-to-date to current standards.
- Submit clear and complete materials such as policies, procedures, and reports.
- Work closely with the City Administrator for planning the budget(s) of the Police Department and other duties that may be asked.
- Work to find, apply for, and implement grants or other alternative funding mechanisms to assist in the acquisition of resources necessary to the operations of the Knob Noster Police Department.
- Perform all duties and responsibilities as stated in the ordinances of the City of Knob Noster.
- Serve as the Emergency Manager for the City of Knob Noster and coordinate all emergency activities with various jurisdictions and emergency organizations as needed.
- Develop programs that will prevent criminal activities in Knob Noster.
- Perform various public relations duties and attend Knob Noster Board of Aldermen Meetings.

Salary and Benefits

The salary range for the Police Chief will be \$50,000-\$60,000 per year. This a full-time, exempt position under the Fair Labor and Standards Act. The City provides a generous benefit program including health, dental, life insurance, short-term disability insurance, and paid vacation and sick leave. In addition to the competitive benefits package and salary, the City provides a LAGERS LT-4 "Eighty and Out" retirement plan which does not require any employee contributions.