

# VILLAGE OF ROBBINS



## VACANCY POSTING

**The Village of Robbins Illinois**, resident population of approximately 5000, seeks experienced police leaders as applicants to serve as this community's next Chief of Police.

Robbins is a compact community of nearly 1.5 square miles with proud homeowners and a rich history. Located about 17 miles south of the City of Chicago in Cook County, Robbins was home to the first African-American owned and operated airport (Robbins Airport) in the United States.

Robbins is a proud community focused on rebuilding, growing, and thriving.

In addition to the Chief of Police, the Robbins Police Department is staffed by part-time Police Officers. There is one union representing sworn staff: ICOP Commanders/Sergeants and ICOP Police Officers.

### POSITION SUMMARY

Under the direction of the Mayor, the Chief of Police plans, directs, manages, and oversees the activities and operations of the Police Department including law enforcement, crime prevention, and crime suppression programs; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the Village Administrator.

### RESPONSIBILITIES

- Assumes full management responsibility for all Police Department services and activities including law enforcement, and crime prevention/suppression programs; recommends and administers policies and procedures.
- Manages the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area.
- Establishes (within Village policies) appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates (through subordinate level staff) the Police Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve issues.
- Assesses and monitors workloads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements necessary changes.
- Develops and conducts problem-solving and identification training exercises; responds to questions and inquiries.
- Directs and assists with investigations of major crimes, accidents, and other unusual incidents.

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- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff trainings and career development; works with employees to correct deficiencies; implements discipline and termination procedures.
- Oversees and participates in the development and administration of the department budget; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
- Represents the Police Department and maintains a positive working relationship with other departments, elected officials, media, outside agencies, and police union.
- Provides staff assistance to the Village Administrator; participates on a variety of boards, commissions, panels, and committees; prepares and presents staff reports and other necessary correspondence.
- Serves as a resource for law enforcement personnel, Village staff, and other organizations; coordinates information, resources, and work teams necessary to support a positive, productive, and harmonious work environment.
- Attends and participates in government meetings and professional group meetings; keeps abreast of new trends and innovations in the field of law enforcement.
- Responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Performs other related duties as assigned.

### PERFORMANCE EXPECTATIONS

To perform this job successfully, an ideal candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required.

#### Knowledge of:

- Operations, services, and activities of a comprehensive municipal law enforcement program.
- Principles and practices of program development and administration.
- Modern principles, practices, and techniques of police administration, organization, and operation.
- Methods and techniques of investigation, identification and collection of evidence.
- Law enforcement theory, principles, and practices and their application to a wide variety of services and programs.
- Principles and practices of crime prevention, suppression, and law enforcement.
- Principles and practices of organization, administration, and personnel management.
- Methods and techniques of public relations.
- Principles and practices of municipal budget preparation and administration.
- Management skills to analyze programs, policies, and operational needs.
- Use of firearms and other modern police equipment.
- Recent court decisions and how they affect department operations.

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- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

### Ability to:

- Manage and direct a comprehensive law enforcement program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Perform criminal investigations involving complex and sensitive situations.
- Respond to requests and inquiries from the general public.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Discharge firearms in a safe and effective manner.
- Interpret and apply applicable Federal, State, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows the capability of making sound decisions and demonstrating intellectual capabilities.
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.
- Maintain physical condition appropriate for the successful performance of assigned duties and responsibilities.

### QUALIFICATIONS

- Bachelor's degree from an accredited college or university with major course work in Criminal Justice, Police Science, Public Administration, or a related field. Master's degree preferred.
- Successful completion of Northwestern University Center for Public Safety's School of Police Staff and Command.
- Minimum of 15 years experience in law enforcement (must have been a sworn public safety officer within the last 5 years) with at least 5 years in a law enforcement management/senior command position.

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- Successful candidates will possess the Illinois Law Enforcement Officer's certification (or be qualified and obtain certification within 12 months of appointment).
- Must possess a valid Illinois Firearms Owners Identification Card (FOID) and an Illinois Class D driver's license.

### HR PROCEDURAL REQUIREMENTS

- Legal authorization to work in the United States.

### PHYSICAL REQUIREMENTS

The physical requirements described here represent those that must be met by an employee to perform the essential functions of this position successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Environment: Standard office setting and emergency peace control environment; travel within community; exposure to potentially hostile environments. Must be able to handle stressful situations and possess the mental acuity for attention to accuracy and detail.
- Physical: Sufficient physical ability to perform heavy or moderate lifting; walking, sitting or standing for prolonged periods of time; discharging firearms; reacting quickly to emergency situations; operating motorized vehicles.
- Vision: Must see in the normal visual range with or without correction.
- Hearing: Must hear in the normal audio range with or without correction.

**Interested professionals should submit a completed resume, cover letter and contact information for 5 professional to:**

**[dbryant@robbins-il.com](mailto:dbryant@robbins-il.com)**

**Electronic submissions are required.**

**THE VILLAGE OR ROBBINS IS AN EQUAL OPPORTUNITY EMPLOYER**