

Village of Chenequa Police Chief/Administrator

The Village of Chenequa, WI is seeking an individual to serve as Police Chief/Administrator to replace the incumbent, who is retiring. The Police Chief/Administrator effectively runs all day-to-day operations in the village. This position reports to an elected President and Board of Trustees. The Village has 11 full-time and 10 part-time employees and utilizes other outside service providers.

Essential Duties and Responsibilities:

- Administer the day-to-day operations of the Village.
- Carry out the directives of the Village Board that require administrative implementation.
- Prepare the annual budget and submit estimates to authorized elected officials for approval. Administer the annual budget as adopted by the Village Board.
- High degree of proficiency and accuracy in dealing with established financial practices and accounting responsibilities.
- Oversee all contracts for the purchase of equipment, supplies and property to insure compliance with the Village's purchasing policy, state law, and contract provisions.
- Provide management direction and supervision to village employees.
- Interview and hire new employees. Assist in training new employees; plan, assign, and direct work; evaluate the performance of all employees; address complaints and resolve problems.
- Represent the Village in matters involving legislative and inter-governmental affairs as authorized and directed by the Village Board.
- Establish and maintain procedures to facilitate communication between the public and Village government to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- Assist in the preparation of Ordinances and Resolutions as requested by the Village Board, or as needed.
- Attend all Village Board meetings and other committees.
- The Police Chief coordinates emergency and police service operations, and oversees law enforcement, emergency services, crime prevention, safety and inspection, and emergency government coordination.

Minimum Qualifications:

- The successful candidate should possess strong management and leadership skills, along with excellent communication and organizational skills.
- A minimum of Ten (10) years of progressive managerial experience in law enforcement including Five (5) years of direct municipal management and administrative responsibility.
- A Bachelor degree in Criminal Justice, Police Administration or related field from an accredited college or university.
- Law Enforcement Standards Board Certification in Wisconsin or eligible for immediate certification..

Preferred Qualifications

- Graduate of FBI National Academy program.
- Post-graduate studies in Public Administration, Business Administration or related field.

Salary/Benefits: Salary commensurate with the background and experience of the individual. The Village of Chenequa provides health/dental/life insurance benefits, and participates in the Wisconsin Retirement System which provides retirement and disability benefits.

Residence Requirement: The successful candidate will be expected to live in reasonable proximity to the Village, but not necessarily within Village boundaries, so as to be available on a timely basis to oversee emergencies or unusual occurrences.

Application: Applicants should forward a cover letter, resume with job history and related qualifications along with a completed Candidate Data form to: Bonita Zimdars, Village of Chenequa, 31275 W. Highway K, Chenequa, WI 53029. To apply via email send application materials to: resumes@chenequa.org For first consideration documents must be received by April 1, 2012. The position is open until filled.