

City of Columbia, SC



We Are Columbia

The City of Columbia conducts
nationwide search for

Police Chief

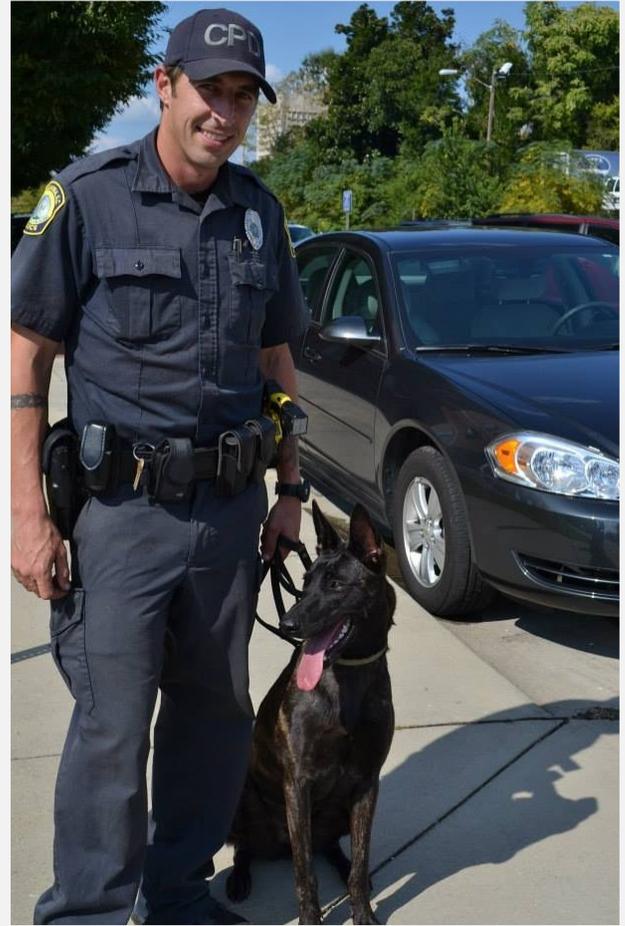


CITY MISSION

To provide bold leadership and
exemplary services to advance
the quality of life for everyone.

CITY VISION

Together we will build a world-
class city.



CANDIDATE CRITERIA

NATURE OF WORK

The purpose of this position is to administer and oversee all operations of the Police Department for the City of Columbia; to supervise division commanders and other staff to ensure that law and order are maintained, laws and ordinances enforced, and that all departmental operations are properly maintained and implemented; to ensure the maintenance of a positive and cooperative relationship between the department and the community it serves, and to perform related law enforcement, supervisory and administrative work as required. This position researches and formulates long-range goals for the organization, develops policy and position papers, and negotiates with chief administrative officers and/or elected officials. This position reports to the City Manager.

MINIMUM QUALIFICATIONS (EDUCATION, TRAINING & EXPERIENCE)

The candidate must possess a Bachelor's degree in Public or Business Administration, Political or Police Science with major course work in Criminal Justice or closely related field; Master's degree strongly preferred with eight (8) years work experience in a progressively responsible command experience as a Captain, Major, Assistant or Deputy Chief or Chief within a medium to large law enforcement metropolitan police department.

SPECIAL REQUIREMENT(S)

The candidate must possess and maintain a valid SC Class "D" Driver's License and have an acceptable driving record. The candidate must possess and maintain S.C. Law Enforcement Officer and Firearms Certifications. Preference may be given to applicants who have completed a nationally recognized Police Executive Development Program, Southern Police Institute, FBI Academy, etc. The candidate must have knowledge of personal computer equipment with skill in the use of Microsoft Office preferred, utilizing Outlook and all associated software programs preferred. The candidate must have excellent supervisory, organizational and interpersonal skills and be able to express ideas clearly and concisely both orally and in writing. The candidate must exemplify the highest ethical standards and have demonstrated these standards throughout the candidate's career. The candidate must reside within corporate limits of the City of Columbia within a reasonable period of time following date of hire or promotion.



HOW TO APPLY

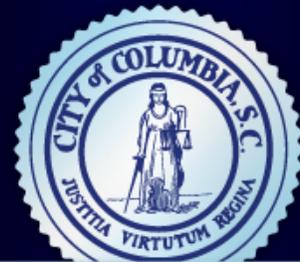
To be considered for this position, you **MUST** submit a 1) **CURRENT, COMPLETED** City Employment application to the **HUMAN RESOURCES OFFICE**, 1225 Lady Street (Corner of Lady & Sumter), Columbia, SC 29201, Phone: (803) 545-3010 2) A cover letter 3) A resume or CV 4) Unofficial transcripts (official transcripts will be required for the position finalist). **DO NOT SUBMIT YOUR APPLICATION** directly to the Hiring Authority. Failure to **SUBMIT** your **APPLICATION** to the **HUMAN RESOURCES OFFICE** may make you ineligible for selection. Visit us at <http://www.columbiasc.net/hr/employment>.

DEADLINE TO APPLY: DECEMBER 11, 2013

THINGS YOU NEED TO KNOW

- The City of Columbia will be conducting a nationwide search to fill the Police Chief position at the Columbia Police Department.
- The department has over 460 staff members, of which 385 are sworn officers.
- The position was posted on November 12, 2013 and qualified applicants can apply until December 11, 2013.
- The position will be posted for 30 calendar days. If a viable field of candidates is not identified the position may be reposted if deemed necessary.
- The City of Columbia will be conducting a nationwide search. The Human Resources Department will be utilizing all avenues to cast a wide net and maximize the number of qualified applicants available for consideration. The city will be leveraging the website along with other nationally recognized websites including public safety entities, and social media outlets to ensure ample distribution.
- A comprehensive interview and selection process will be conducted beginning in January 2014 and the new Police Chief will begin serving in that role in the early part of March 2014. Please see the attached projected timeline for the outline of scheduled events. This is a projected timeline and is subject to change based on developments during the hiring process.
- Representatives from the law enforcement community, neighborhood associations and business and hospitality communities will be identified to actively participate in the process. There will also be an opportunity for the public to participate in the process.

For more information regarding this position, contact Pamela Benjamin, Human Resources Director, at 803-545-3008.



We Are Columbia



