

Position Title: Officer in Charge, Part-Time 20 hours weekly

Closing Date: Until Position is filled

Job Description

The Village of Gowanda, New York is accepting applications for the position of Officer in Charge. Gowanda is located in the Town of Collins and Town of Persia. It lies partly in Erie County and partly in Cattaraugus County. The population is approx. 2,700 and the area is 1.61 miles.

Gowanda's Officer in Charge (OIC) is responsible for directing a progressive department of up to 25 police personnel. The Officer in Charge performs a variety of complex administrative work, including supervisory and professional work in planning, coordinating, and directing all activities of the Gowanda Police Department. This position is part-time and must be available to work 20 hours a week.

Some of the OIC responsibilities include:

- Plan, coordinate, supervise, and evaluate police department operations.
- Develop policies and procedures for the department mandated by law, to ensure efficient operations of the department, and to implement directives from the Mayor.
- Plan and implement a law enforcement program for the Village in order to better carry out the policies and goals of the Mayor and Board of Trustees; review department performance and effectiveness, formulate programs and/or policies to alleviate deficiencies.

The following attributes and characteristics are desired in our OIC:

- Must be a visionary leader and strong manager with significant experience who is open to new ideas.
- He/she will be visible, accessible, and responsive not only to the Village and Department, but also to the community. It is expected that the OIC will become a part of the community through involvement in community events.
- The OIC will develop a multi-cultural awareness of the community He/she will have strong financial skills, be open to new technology and will be comfortable working with the media and able to market the Department and promote its efforts.
- The Village is looking for a participative and relationship-oriented OIC, one who is willing to partner with others to accomplish goals and objectives.

Knowledge of:

- Law enforcement operations, procedures, practices, and systems
- Value of community policing and community support
- Role of computer technology in police operations
- Role of law enforcement in the Criminal Justice system

Ability to:

- Effectively command department units in an emergency or disaster situation
- Developing and maintaining an accurate sense of community service needs
- Functioning effectively as a liaison between the Police Department and other village departments, agencies, and the public

Job Requirements

Education HS DIPLOMA/GED REQUIRED; COLLEGE PREFERRED

Experience 15+ YEARS IN LAW ENFORCEMENT

Additional Requirement:

- Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment.
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations

Preferred Education and Experience

- College Degree
- Leadership in Law Enforcement

Any equivalent combination of knowledge, skills, education and experience may be considered qualifying.

Please submit a Village of Gowanda Application along with your resume:

Village of Gowanda

- Email- gowclerk@gmail.com
- Fax- 716-532-2938
- Mail/Hand-Deliver: 27 East Main Street, Gowanda, NY 14070

Questions and Inquires call Village of Gowanda 716-532-3353

The Village of Gowanda is an Equal Opportunity Employer.

Salary Range

\$25,000 - \$30,000 Annually