

**JOB POSTING  
VILLAGE OF ALMONT  
POLICE CHIEF**

The Village of Almont, Michigan, is seeking applicants for the position of interim police chief to provide leadership and oversight of its police department. The position is full-time and exempt. Under the direct supervision of the Village Manager, the interim police chief oversees all operations of the Police Department. The chief is responsible for the supervision of all patrol officers and other departmental staff to ensure that the laws and ordinances are enforced.

**Duties will include but are not limited to the following:**

1. Supervision – Develops and maintains Police Department personnel. Participates in recruitment and hiring. Appoints, supervises, provides for training and development, and ensures accountability of department personnel. Ensures compliance with Village and Department policies, and local, State and federal laws and regulations.
2. Administers disciplinary action according to established procedures.
3. Administrative Tasks – Plans, organizes, and directs all aspects of departmental operations including personnel, budgeting, general administration, and capital needs assessment. Develops, recommends and implements policies and procedures in accordance with departmental needs and Village directives.
4. Communication – Communicates information effectively while transmitting on the radio, over the phone, in writing, or in person.
5. Dealing with Highly Stressful and Potentially Dangerous Situations – Exercises sound judgment in dealing with critical situations. Maintains calm in highly stressful or dangerous situations. Provides appropriate leadership to the department and the public.
6. Policing – Participates in the investigation of criminal activities. Responds to emergencies on a 24-hour basis.
7. Continuing Education – Evaluates pending legislation and statutes; responds to changing regulations and technology regarding law enforcement through review of technical materials and professional education.

**Skills, qualities and experience required:**

1. Thorough knowledge of the principles, practices and procedures of modern law enforcement;
2. Thorough knowledge of applicable federal, state and local laws and ordinances and of the limitations on police authority;
3. Knowledge of scientific methods of crime prevention and detection, of the use of firearms, communication and automotive equipment used in modern police work;

4. Ability to plan, coordinate, assign and supervise the work of subordinates engaged in a variety of tasks;
5. Ability to effectively present information relating to departmental activities;
6. Ability to work effectively with other officials, employees, and the general public;
7. Familiarity with Oakland County's Courts and Law Enforcement Management Information System (CLEMIS);
8. Ten years of progressive responsible experience in law enforcement;
9. An associate's degree or equivalent level of training and experience in criminal justice, public administration, or related field;
10. Appropriate certification by the state;
11. A valid Michigan driver's license;
12. Ability to pass a thorough background check, credit check, and fitness for duty exam;
13. Demonstrated experience in financial planning and analysis with previous experience overseeing personnel management, information, technology, and a diverse police department; and
14. Skills in organizational development, personnel management, mentoring, and budgeting.

The Village of Almont is an Equal Opportunity Employer.

Send resume, cover letter, and employment application (available at [www.almontmichigan.gov](http://www.almontmichigan.gov)) to Village of Almont, 817 N. Main St., Almont, MI 48003, Attn: Clerk/Treasurer Keesler by May 30, 2024. The Village of Almont is an equal opportunity employer.