



CITY OF FORTUNA EMPLOYMENT OPPORTUNITY POLICE CHIEF FULL-TIME

ANNUAL SALARY:	\$148,000.00
APPLICATION:	Please apply online by creating an account on www.GovernmentJobs.com
FINAL FILING DATE:	Applications must be received by 11:59PM, Wednesday, September 23, 2026

The purpose of this job description is to define the general character and scope of responsibilities for persons occupying this job classification. It is not intended to describe or list every duty or task for this classification.

JOB DESCRIPTION

The Police Chief is a full-time department head classification responsible for the functions of the Police Department. This position provides assistance to the City Manager in a variety of administrative, analytical, and collaborative capacities. Work is performed under the administrative direction of the City Manager, with extensive latitude granted for the exercise of independent judgment and initiative. Responsibilities include coordinating activities with other departments and agencies and managing and overseeing the complex functions of the department. Work is typically performed in a general office environment and in a variety of emergency and non-emergency situations that may involve exposure to potential personal danger. Moderate to heavy physical activity may be required in certain situations. Outdoor work may include exposure to inclement weather.

EXAMPLES OF DUTIES

- Assume full management responsibility for all department services and activities, including law enforcement and crime prevention programs; recommend and administer policies and procedures.
- Manage the development and implementation of departmental goals, objectives, policies, strategic priorities, and long-range organizational planning efforts.
- Support implementation of the City Council's Strategic Plan, General Plan, and organizational priorities by aligning Police Department operations, services, and resources with adopted City goals.
- Plan, direct, and coordinate, through subordinate-level staff, a department work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Provide leadership in emergency management, disaster preparedness and Incident Command System (ICS), including coordination with City departments and regional partners during emergency operations.
- Assess and monitor workload, administrative and support systems, internal reporting relationships, technology, crime analysis, operational data, and performance measures to identify opportunities for improvement; direct organizational changes that enhance operational effectiveness and public safety services.
- Direct and assist with the investigation of major crimes, accidents, or other unusual incidents.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training and career development; work with employees to correct deficiencies and implement discipline.
- Oversee and participate in the development and administration of the department budget; approve expenditures and implement budgetary adjustments as appropriate.
- Oversee Department accreditation, regulatory compliance, and professional standards to promote accountability, operational consistency, and adherence to applicable laws, regulations, policies, and industry standards.
- Provide assistance to the City Manager; participate on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
- Represent the Police Department by developing and maintaining collaborative relationships with City departments, elected officials, residents, businesses, schools, community organizations, the media, allied agencies, and regional public safety partners to enhance public safety, strengthen public trust, and support City goals.
- Promote community engagement through public education, presentations, transparency, outreach, and collaborative problem-solving.
- Attend and participate in professional group meetings; stay abreast of recent developments in the fields of crime prevention, police-community relations, and other law enforcement areas.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Perform related duties as required.

TYPICAL QUALIFICATIONS

Knowledge of:

- Safe work practices.
- Modern principles, practices, techniques, and procedures of Police Department administration and operation.
- Advanced methods, practices, and principles of crime prevention and law enforcement, including investigation, identification, patrol, juvenile diversion, record keeping, and care and custody of persons and property.
- Laws, ordinances, regulations, and court decisions affecting the responsibilities and work of law enforcement agencies.
- Use and care of firearms.
- Principles of supervision, training, management, performance evaluation, and public administration.
- Principles and practices of budget development and administration, including grant administration.
- Principles and practices of effective public speaking and report writing.

- Modern office methods, practices, and procedures, including computer hardware and software.

Ability to:

- Act with integrity, ingenuity, and effectiveness in the performance of assigned tasks.
- Plan, organize, direct, and coordinate the law enforcement and crime prevention functions of the City.
- Provide supervision, training, and management for Department staff.
- Formulate, evaluate, and recommend updates to Department policies, procedures, municipal regulations, and operational practices in response to changes in law, emerging public safety needs, and organizational priorities.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Direct the preparation of a variety of records and reports.
- Prepare and administer the Department budget.
- Provide advice and consultation to the City Manager and City Council on law enforcement activities and functions.
- Effectively represent the Police Department with citizen groups, boards, commissions, and other government agencies.
- Establish and maintain effective working relationships.
- Communicate effectively with others, both orally and in writing, using both technical and non-technical language.
- Understand and follow oral and/or written instructions, policies, and procedures.
- Operate a personal computer using software applications appropriate to assigned tasks, as applicable.
- Perform a wide variety of duties and responsibilities with accuracy and speed under pressure of deadlines and changing priorities.
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Discharge firearms in a safe and effective manner.

EDUCATION AND EXPERIENCE

- High School Diploma or GED required.
- Bachelor's degree in Criminal Justice, Public Administration, Business Administration, or a closely related field required.
- Any combination of training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be eight (8) years of progressively responsible law enforcement experience, including significant command-level experience at the rank of Lieutenant, Captain, or equivalent. Demonstrated executive leadership, organizational management and administrative experience are required.
- Experience may be substituted for education.

JOB REQUIREMENTS

- Possession of a Supervisory Certificate from the California Commission on Peace Officer Standards is required.
- Possession of a California P.O.S.T. Management Certificate is highly desirable. If not possessed at the time of appointment, the successful candidate must obtain the P.O.S.T. Management Certificate within twenty-four (24) months of becoming eligible under California P.O.S.T. requirements.
- Must possess a valid California Driver's License through-out employment. The incumbent will participate in the DMV "Pull Program."
- Must be willing to work irregular hours, including nights, weekends, and holidays.

Special Characteristics:

- This is an "At-Will" position. Employment may be terminated by either the employee or the City at any time, with or without cause.
- This position is classified as FLSA exempt under the Executive (Managerial/Supervisory) Exemption.

ESSENTIAL ABILITIES

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form.
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in their assigned work environment, including, where applicable, the operation of motorized vehicles and equipment.

DISCLAIMER

This job description is not a contract and does not affect the at-will status of employment. The City reserves the right to revise this job description at any time.

For More Information and to Apply:

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