

Applications for Employment are available at the 161 N. Section St., Fairhope, Monday through Friday, from 8:00 a.m. to 5:00 p.m. or online at <u>www.cofairhope.com</u>. Completed applications and resumes can be mailed to City of Fairhope, ATTN: Human Resources, P.O. Drawer 429, Fairhope, AL 36533. Applications received after the closing date will not be considered.

<b>Position</b>	Information				
Job Title:	Police Sergeant		Department:	Police	
Job Status:	Regular full- Time	Temporary Full-Tir	ne If temporar	ry, give required dates of service:	
	Regular Part-Time	Temporary Part-Time	From:	<i>To:</i>	
Standard Scheduled Hours: Varies		Varies	Days to be Work	ked: Varies	
<b>Starting Pay Rate:</b> \$22.86, \$29.71, \$36.57			Pay Grade 2	25	

**Position Description** The purpose of this position is to supervise and direct law enforcement activities for an assigned shift, staff of police personnel, and specialized technical police work of comparable responsibility.

## Primary responsibilities include:

The Police Sergeant is responsible for assigning and supervising the work of assigned personnel engaged in patrol activities or in police work of a specialized nature. Considerable independent judgement, initiative, and understanding must be exercised in interpreting orders, rules, and regulations, and in meeting emergency situations. Work is performed in accordance with established rules, regulations, and instructions from superior officers who review the work through reports, conferences, and observation of police efficiency.

**Other Duties:** Supervises work performed by officers and other personnel assigned to shift; Evaluates assigned officers' performance as necessary; Monitors use of department equipment and supplies; Attends supervisor's meetings and relays information to subordinates; Police Sergeant; Monitors daily work schedule in order to properly schedule requests for time-off; Discusses improper performance and problems with officers; Motivates, teaches, and directs personnel so that they perform their jobs in a compassionate and professional manner; Coordinates activities among personnel to ensure all are working together toward department objectives and goals; Approves all reports of assigned officers; Remains aware of activities of assigned officers; Assists superior officer in developing and implementing new or revised policies and procedures.

**Minimum Requirements:** Attainment of a high school diploma or GED. Three (3) or more years of progressive experience in law enforcement, with the attainment of the rank of Sergeant or higher for a minimum of one year. **SPECIAL REQUIREMENT:** Certified by APOST as a Police Officer; and, Valid State of Alabama driver's license or verification of license by the start of employment.

**Knowledge, Skills and Ability:** Extensive knowledge of standard police practices and techniques. Extensive knowledge of federal, state, and local laws and ordinances, particularly the laws of arrest and evidence as well as full familiarity of geographical area. Supervisory skills to effectively motivate, lead, train, discipline, and evaluate subordinates. Skill in the use and care of firearms and firm administration of firearms safety policies. Skill in first aid training along with knowledge of disaster and emergency procedures. Ability to plan, assign, and supervise the work and training of subordinates and to command their respect.

Date Posted : 2/23/2017

## Closing Date : Until filled

The City of Fairhope is an Equal Opportunity Employer, maintaining a Drug-Free Workplace. Pre-employment drug testing is performed. The City reserves the right to re-advertise positions or to not fill positions after advertising.

161 N. Section St. P.O. Drawer 429 Fairhope, Alabama, 36533