



## TOWN OF BOOTHBAY HARBOR

### JOB ANNOUNCEMENT FOR FULL-TIME POLICE CHIEF

The Town of Boothbay Harbor is seeking applications for the position of Police Chief. The Town of Boothbay Harbor is a coastal community with a year-round population of 2,027, which dramatically increases during the summer season. The Town has a vibrant mix of seasonal and year-round residents as well as a variety of businesses focusing on a tourism-centric environment. The department responds to approximately 5,000 calls yearly and employs 5 full-time professional police officers, one sergeant, and maintains a reserve force. We seek an experienced, community-oriented Chief who will lead the Boothbay Harbor Police Department, as well as collaborate effectively with all necessary outside organizations. Successful applicants will have excellent public relations skills and a strong work ethic. The Police Chief is responsible for the supervision of the parking program. Responsibilities include the setting of major policies affecting the improvement of police functions (including training, assignment, supervision, and leadership of all members of the Department). Work is performed under the direction of the Town Manager.

#### General Qualifications:

- Thorough knowledge of the principles, standards, and practices of modern police administration and police methods.
- Thorough knowledge of the accepted police principles and practices as applied to patrol, traffic control, criminal investigations, crime prevention communications, and record management.
- Considerable knowledge of the functions of federal, state, and local jurisdictions and authorities as they relate to police work.
- Ability to analyze operational and administrative procedures and problems, evaluate and balance community needs and expectations as to police activities, and modify organizational procedures to meet changing conditions.
- Ability to prepare and present effective oral and written information materials to the activities of the Police Department.
- Familiarization with the Maine Law Enforcement Accreditation Process

- Experience in modern police work providing progressively responsible experience in a variety of police functions, including supervisory and administrative responsibility.
- Graduate from the full-time Law Enforcement Maine Criminal Justice Academy and a two-year college Criminal Justice program or related field; or any combination of experience and training.

For a full job description please visit [www.boothbayharbor.org](http://www.boothbayharbor.org).

The candidate must have the ability to pass all pre-employment screenings including a physical examination, psychological examination, background checks, and polygraph.

The Town offers a competitive salary and benefits package that includes health, vision, and dental insurance, retirement benefits, sick/vacation leave, professional development, and a town vehicle. The annual salary will be dependent on the successful candidate's qualifications and experience.

All interested parties need to submit a cover letter, application (available online at [www.boothbayharbor.org](http://www.boothbayharbor.org)), three professional letters of reference, and resume no later than September 29, 2022, to Julia Latter, Town Manager, 11 Howard Street, Boothbay Harbor, ME 04538, or by email to [jlatter@boothbayharbor.org](mailto:jlatter@boothbayharbor.org).

Any questions about the position should be directed to Julia Latter, Town Manager at (207) 633-3671 or by email at [jlatter@boothbayharbor.org](mailto:jlatter@boothbayharbor.org).

Affirmative Action/Equal Opportunity Employer