



## **New Lebanon, Ohio Police Chief**

Village of New Lebanon, Montgomery County, Ohio is now accepting applications and resumes for the position of Full-Time Police Chief. Only qualified applicants meeting the standards set forth below will be considered.

**HOURS OF WORK:** 8:00AM-5:00PM Monday through Friday  
Subject to emergency call in and Village special events  
Hours may vary to meet job demands

**RATE OF PAY:** Salary based upon qualifications and experience

### **General Description:**

The Village of New Lebanon, Ohio (pop. 3,712) is a small community in Montgomery County, Ohio located 12 miles west of Dayton seeking a qualified candidate to fill the full-time, salaried position of Police Chief. The Police Chief directs, manages, supervises, and coordinates the activities and operations of the Police Department. Strength in interpersonal skills, leadership, employee motivation and an advanced knowledge of current law enforcement strategies is critical. Must also have a proven degree of high personal and professional integrity, strong organizational, management and communication skills. Must have experience with the community-oriented policing philosophy, labor-management experience and grant funding. Essential duties of the Police Chief shall include planning, directing, managing, and supervising the administrative, operational, and financial activities of the police department as well as any other duties related to this position. The Police Department consists of a full-time Chief, 10 full-time officers (including command staff) and 4 part-time officers. The department has a current working budget of \$1.7million.

The Police Chief works under the direction of the Municipal Manager and is responsible for providing leadership, management, and direction to the police department. The Police Chief is responsible for overseeing the operations of the police department, maintaining public safety, and ensuring the enforcement of laws within their jurisdiction. This position is subject to emergency call in as well as responsible for attending all Village special events.

**Job duties:** Supervision of employees, making sure reports are correct and timely submitted, making sure all personnel properly conduct themselves and enforce the ordinances, laws, rules, regulations, and policies and procedures of the Village and the State of Ohio. Ensure proper police response to all emergencies, and alert to all emerging problems and take appropriate actions. Administer the Department's fiscal affairs to ensure that realistic estimated annual budgets are

prepared and adhered to, and available resources are converted into maximum effective police service.

**Minimum qualifications:**

1. Candidates must have a current peace officers certification granted by the Ohio Peace Officer Training Academy (OPOTA) and maintain this certification thereafter.
2. Must possess and retain a valid Ohio driver's license and be insurable through the village's insurance carrier.
3. Preferred experience as a Police Chief, Deputy Chief, Chief Deputy, Sheriff or other equivalent supervisory position within a law enforcement agency.
4. Must be physically, mentally, and emotionally capable of performing all functions and responsibilities of the position of Police Chief and be free of any medical condition which would preclude successful performance of said functions and responsibilities. Pre-appointment assessment could include: a physical examination, psychological assessment, and polygraph examination.
5. Must be an U.S. citizen at least 21 years of age.
6. Must have a High School Diploma or GED. Bachelor's degree preferred.
7. Minimum five years' experience as a law enforcement officer.

Interested parties should submit a resume and cover letter to Mr. Rob Anderson, Acting Village Manager, 198 South Clayton Road, New Lebanon, Ohio 45345. Resumes will be accepted until the position is filled, but the first review of resumes will begin on **August 5, 2024**. For questions or additional information please call (937) 687-1341 or send an email to [randerson@newlebanonoh.org](mailto:randerson@newlebanonoh.org).

The Village of New Lebanon is an Equal Opportunity Employer.