

## TOWN OF BOONE EMPLOYMENT OPPORTUNITY

The Town of Boone Police Department is announcing the opening of a police sergeant position. The assignment of this position will depend upon the results of a lieutenant process that is running concurrently with this sergeant process.

See the following description of the duties:

This position requires vision, solid writing skills, ability to accomplish complex tasks, and experience with the Incident Command System (ICS). Some of the capabilities that a police sergeant will need to be successful will include, but not limited to:

- Organize and lead pre-planned special events, such as parades, sporting events, festivals, and other Town sanctioned events by establishing Incident Action Plans and acting in various positions within the Incident Command System.
- Supervise a unit of officers and being responsible for the unit's work product.
- Oversee a geographic district being responsible for responding to community concerns.
- Competently review various types of written work from subordinates and ensure that written documents are submitted to the appropriate lieutenant.
- Have the ability to recognize personnel problems and competently address issues with the guidance of the appropriate lieutenant.
- Prepare employee evaluations that accurately reflect job performance.
- Coach and develop subordinates to reach their full potential.

This position will be directly supervised by a police lieutenant.

**Pay range:** \$44,390.00 - \$55,487.00. Employee will serve a 6-month probation. Town of Boone is an Equal Opportunity Employer.

Other benefits can be provided by Town of Boone Human Resources Director, Dale Presnell.

### **Sergeant**

- A. This process will be given as needed. After a promotional process, the completed promotional list remains valid for one year. The Chief of Police will choose the most qualified candidate for promotion from the current list. If the list of eligible candidates is less than three, a new promotional process may be given when an opening occurs.
- B. Candidates must have five years of credible police experience as a full-time sworn law enforcement officer. The Chief of Police will have the final authority to determine what prior service will be deemed credible and how much credit will be given on a case by case basis if there is any doubt
- C. Candidates may have had no suspensions more than one day, and/or no more than one written reprimand, or no combination of suspensions and written reprimands in the two years of employment prior to the position posting at Boone Police Department or at another agency where the credible police service occurred.

D. There is no requirement to be a Corporal in order to apply for the position of Sergeant; although, prior supervisory experience is preferred.

E. Process

1. Written test	25%
Incident Command Scenario	25%
Sworn oral board	25%
Management interview	25%

1. Plus two points for an AA or AS degree (or equivalent hours); four points for a BA or BS degree (or equivalent hours) or higher.

2. Candidates who successfully complete physical testing will receive two points.

3. Additional points may be added if further assessments are added to this process.

*A drug screen and a psychological test may be completed on internal candidates prior to promotion and shall be completed if an outside candidate is chosen as a condition of employment.*

**Internal candidates** may submit a memo of interest to the Captain Andy Le Beau by January 29, 2019.

Candidates should outline their qualifications for this position in the memo.

**External candidates** must submit a resume and an employment application available on the Town of Boone website ([www.townofboone.net](http://www.townofboone.net)). Questions can be directed to Captain Andy Le Beau at the Boone Police Department #828-268-6927, regarding the application process.

**DEADLINE:** All applications and resumes must be received by **January 29, 2019.**

**NOTE:** *This sergeant process is being run in close proximity to a lieutenant interview process. In the event that an external candidate is chosen for the lieutenant position, a sergeant position will not be available. If this is the case, all candidates will be notified.*