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| Job Title: | Chief Marshal |
| Department/Group: | Marshal’s Office |
| Level/Salary Range: | $60,000 to $75,000 yearly DOQ + benefits |

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| General Purpose |
| This position is responsible for providing code enforcement services for the city. Work is performed in accordance with established city ordinances, policies, and procedures. An employee is required to exercise initiative and discretion when faced with emergency conditions. The work involves an element of personal danger. Serves as a legal enforcement arm for the City to ensure all ordinances adopted by the City Council are implemented and enforced. |
| Supervision Received |
| Works under the general supervision of the City Administrator.  |

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| Job Description  |
| Role and Responsibilities* Enforces City Ordinances, State laws, serves notice of violation and issue citations.
* Investigates suspicious conditions, activities, or persons, and takes appropriate action.
* Provides and oversees the performance of all department staff including professional development, training, discipline, maintenance of equipment, community policing as well as maintaining the efficiency and effectiveness of all personnel.
* Be available to work beyond normal business hours in response to emergency situations or to attend evening meetings.
* Maintains certification as a peace officer according to O.C.G.A. Section 35-8-9 and 35-8-10.
* Ensures all businesses are operating according to City and State laws and regulations.
* Assists with drafting and revising City ordinances.
* Testifies as needed and as subpoenaed in municipal, and state court, including grand jury proceedings.
* Enforces traffic laws, provides traffic control, issues citations and responds to calls for service.
* Maintain S.O.P. (standard operating procedure manual) for Marshals office.
* Operates City vehicles and other equipment in a safe manner and ensures they are maintained in a safe and mechanically sound condition.
* Monitors the display of prohibited/illegal signage and effects the removal thereof.
* Provides general assistance to other City departments such as building, zoning, sanitation, and public utilities.
* Coordinate State mandated training and certifications for Marshal's Office employees.
* Maintains Security and Integrity yearly records for all staff members.
* Ensures the Department maintains accreditation.
* Apprehends or cites suspects when violations are found.
* Serves on community-based committees and as a liaison with other governmental entities.
* Prepares and coordinates the presentation of annual budgets; directs the implementation of the departments' budget; plans for and reviews specifications for new and replaced equipment and controls the expenditures of the department.
* Manages court and building security by ensuring public safety on city properties by providing general security services, maintaining alarm and surveillance systems, and acting as a first responder.
* Reviews complaints made against residents in the city and, when warranted, conducts investigations and evaluates for potential disciplinary action.
* Transport and escorts cash receipts to City Hall or bank depositories.
* Reviews, approves all reports, summonses, documents that originate in the Marshal's Office.
* Performs other related duties as deemed by the Mayor and City Council.

**Physical Ability:** * Position requires: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
* Medium Work: exerting up to 50 pounds of force occasionally, and/or up 20 pounds of force frequently, and/or up 10 pounds of force constantly to move objects.
* Incumbents may be subjected to odors, dusts, chemicals, extreme temperatures, inadequate lighting, workspace restrictions, intense noises and travel.
* This position may require some on call assignments, and some holidays.

minimum qualifications* High School Diploma or GED
* Three to ten years law enforcement experience
* P.O.S.T. Peace Officer Certification
* Successful completion of state mandated Chief Executive Training, GCIC and NCIC.

 **LICENSING REQUIREMENTS*** Valid Class C Drivers' License and a satisfactory Motor Vehicle Record (MVR).

**KNOWLEDGE AND SKILL REQUIREMENTS*** Knowledge of the state and local laws relating to arrest, evidence preparation and keeping, and property seizure.
* Knowledge of the principles and techniques involved in investigation.
* Knowledge of City and county geography and the location of all roads and streets.
* Ability to analyze situations quickly and effectively and to determine the proper course of action.
* Ability to cope with situations firmly, tactfully, courteously, and with respect for the rights of others.
* Ability to communicate clearly and effectively, both orally and in writing.
* Ability to establish and maintain effective working relationships with citizens, fellow employees, management, and other City officials.

Additional NotesThis job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the ADA) expected of an incumbent. It is not designed to cover or contain a comprehensive listing of activities duties or responsibilities required of an incumbent. An incumbent may be asked to perform other duties as required. This job description reflects management’s assignment of essential functions and position responsibilities. Nothing in this job description restricts management’s rights to assign or reassign duties and responsibilities to this job at any time. Incumbents must be able to perform the essential functions of this position with or without reasonable accommodation. |