



Mayor: Robert Allen
Deputy Mayor: Robert Ryan

Trustees: Deb Alter, Rober Decker, Kevin O'Malley,
Dan Schuttig, and Megan Walraed

September 12, 2022

The Village of Hoosick Falls is seeking qualified candidates for the position of Police Chief.

The Village of Hoosick Falls, population 3,500, is located just off of Route 7 in Rensselaer County near the Vermont Border. Nestled along the Hoosic River, the Village features an expanding business district and a tightly-knit community in a rural setting.

The Village is looking for a Police Chief to lead a small Police Department that balances a few full-time officers with several part time police officers. Apart from the civil service qualifications and requirements listed below, the Village is seeking a candidate who can bring their comprehensive knowledge of police-related experience (equipment, firearms, laws and ordinances, methods and policies, personnel assignments and budget development) with the ability and desire to set the tone and lead the Department. Salary is commensurate with qualifications and experience.

Responsibilities will include:

- Performing various administrative work that oversees planning and directing the enforcement of laws and ordinances, protection of life and property, and promotion of public safety.
- Planning, direction, and control of operations and procedures within the Department, including formulating and enforcing rules, regulations, work methods, and procedures.
- Preparing and maintaining schedules, records within the Department.
- Ability to express oneself clearly and concisely, orally and in writing, and to prepare and present in public situations.
- Ability to establish and maintain cooperative and effective working relationships with associates, appointed and elected officials, other law enforcement/EMS groups and jurisdictions, and the general public.

Please send all resumes/applications to Village Clerk Marie O'Neil via email at clerk@hfvillage.org, via mail at 24 Main Street, Hoosick Falls NY, or stop by the office during the hours of 7:30am-3:30PM, Monday through Thursday.

Applications are due by Friday, September 23rd, 2022. Candidates may be required to submit to a background check. This is a Civil Service Tested Position. Please see below for Civil Service Qualifications/Requirements.

POLICE CHIEF

DISTINGUISHING FEATURES OF THE CLASS: This is a highly important administrative position involving direct responsibility for all police functions, and requiring the ability to plan and direct law enforcement activities. The work is performed in accordance with policies and objectives established by the appointing authority allowing wide leeway for the exercise of independent judgment in maintaining high standards of performance.

A Police Chief also does related work as required.

TYPICAL WORK ACTIVITIES:

Issues working orders for the Department;
Assigns officers to various posts;
Reviews activities and reports of officers;
Supervises police activities at serious fires;
Cooperates with other police departments, the Federal Bureau of Investigation and the public;
Conducts and directs the investigation of major criminal offenses;
Delivers talks on safety and other law enforcement problems;
Keeps himself informed of the development of police work by reading, conferring and attending meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of police administration and of police methods; good knowledge of scientific methods of crime detection; thorough knowledge of control of laws and ordinances; demonstrated ability to lead and direct the activities of subordinates; ability to interpret the work of the Police Department and to maintain cooperative relations with municipal officials and with the general public; high social intelligence; resourcefulness; sound judgment in emergencies; integrity; tact; neatness of appearance; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school and three (3) years of full-time paid experience in the field of law enforcement.

***NOTE:** Any candidate for a permanent or contingent permanent appointment must have been appointed at one time a Police Officer from an eligible list established in accordance with merit and fitness, or must have previously served as a member of the New York State Police.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a New York State Drivers License at the time of application. Possession of the license at the time of appointment and must maintain the license throughout the term of employment.

REVISED: September 5, 1984
CSC Mtg.

REVISED: May 24, 2010
CSC Mtg.

CLASSIFICATION: Competitive