



# Town of Sparta

## Chief of Police

### Job Description

The Town of Sparta Police Department (SPD) is a proactive organization dedicated to offering high-quality police services to the community with integrity, professionalism, respect, and transparency. Reporting to the Town Manager, the Chief will lead a team of full-time and part-time sworn officers, organized into patrol and investigation units. The department operates with an annual budget of roughly \$1.1 million. The Chief is responsible for managing complex administrative, managerial, and law-enforcement tasks and directing the department's operations. Key duties include creating policies, managing the annual budget, and actively communicating the department's goals and initiatives to staff and the community.

**Key Position Priorities:** The department stands out for its adaptability, forward-thinking approach, and strong dedication to compassionate, community-focused policing. Consequently, the next Chief shall:

- Engage thoroughly with staff to understand the department's culture, needs, challenges, and opportunities before making changes to ensure accountability and capacity growth.
- Communicate openly to establish expectations and channels.
- Assess staffing needs, prioritize professional development, and build a succession pipeline to meet community needs.
- Build rapport with the board and leaders, maintaining visibility, approachability, and accessibility for all stakeholders.
- Evaluate community relationships and establish engagement protocols.
- Ensure effective recruitment to reflect community values.
- Demonstrate strong emotional intelligence, communication skills, balanced leadership, and political awareness.
- Provide clear structure, foster independence and trust, listen well, understand patrol perspectives, and stay current on policies, laws, and political issues.

Overall, the ideal Chief is a balanced, communicative, emotionally aware leader who combines experience, organization, and stability while enhancing internal cohesion and community bonds.

### Successful Candidate Knowledge, Skills, and Abilities

- Possesses thorough knowledge of law enforcement principles, practices, methods, and equipment.
- Understands state and federal laws, ordinances, and departmental policies.
- Can act with sound judgment in routine and emergency situations.
- Is engaged, accessible, and visible within and across departments and the community, enjoying being the department's face.
- Skilled at building community trust and encouraging collaborative problem solving.

- Capable of collaborating effectively with all town departments and employees to achieve town goals and objectives.

## **Qualifications**

- A minimum of a bachelor's degree in criminal justice, public administration, business administration, or a related field from an accredited university.
- Minimum of 15 years of progressive law enforcement experience, or a combination of education and experience, including at least five years in command-level management.
- At least 5 years of managerial experience at a supervisor level or higher.
- Certification as a sworn law enforcement officer by the State of North Carolina or the ability to obtain certification within twelve months of employment.
- A valid North Carolina driver's license or holding a valid license from another state and being able to obtain a North Carolina license within 60 days of establishing residency, as required by NC law.
- Experience in grant writing, management, and retention.
- Proficient in developing and managing budgets, formulating and applying policies, and implementing progressive policing strategies even with limited budgets
- Possesses expertise in systematically evaluating departmental organization, staffing, resources, and service levels to develop effective strategies that maximize the use of existing assets.
- Builds and sustains partnerships with community groups, the Alleghany County Sheriff's Office, nonprofits, and social services to leverage resources and boost quality of life, keeping the Sparta Police Department involved and vital.
- Is current on evidence-based law enforcement practices (e.g., body cameras, mental health training, use of force) and has a record of evaluating and recommending to ensure departmental effectiveness.
- Uses crime data and metrics to evaluate operations, identify trends, resources, develop benchmarks, and measure policing goals.
- Has experience working within a council-manager government structure and is skilled at managing the complexities of different roles.
- Experienced across patrol, support, investigations, and specialized units.
- An individual with integrity and a proven record of managing relationships to mitigate challenges and maximize opportunities.
- Thrives in a culture of high expectations and personal accountability, with a proven history of establishing departmental standards comparable to those of a highly accomplished law enforcement leader.

## **Preferred Qualifications**

- Preference will be given to candidates with current sworn law enforcement certification from North Carolina.
- Master's degree preferred

- Certifications in various law enforcement management courses, including the Administrative Officers Management Program and FBI National Academy and additional law enforcement training courses.

### **Supplementary Information**

#### **Work Environment**

Employees may encounter adverse environmental conditions at treatment plants, warehouses, and construction sites. Working in these settings involves typical risks associated with outdoor jobs and driving.

#### **Residency Requirement**

This job requires residence within Alleghany County, NC, within 12 months of hire. A residency waiver can only be approved by the Town Council.

#### **Benefits and Salary**

Benefits include a Town-funded 5% 401(k) contribution, participation in the LGERS system, paid vacation, short-term disability, and life, dental, vision, and health insurance.

This role is salary-exempt, with a hiring range of \$70,654 to \$73,654, depending on qualifications, education, and experience.

Interested applicants should send a completed Town of Sparta Employment Application along with their resume to the Human Resources Director, Peggy Choate. Applications can be found on the Town website at [www.townofsparta.org](http://www.townofsparta.org). Priority will be given to those received by April 10, 2026. The position remains open until filled.

*Disclaimer: The above statements describe the general nature and scope of work for this role. They do not list all responsibilities, duties, or skills required. Employees may also be given additional tasks at any time.*