

City of Anthony New Mexico



www.cityofanthonymn.com

JOB POSTING

The City of Anthony, NM is accepting applications for the following position:

POLICE LIEUTENANT

Department: Anthony Police Department
Reports to: Chief of Police Vanessa Ordonez
FLSA: Hourly Full Time, Permanent
Pay Band P4: \$28.00

MINIMUM QUALIFICATIONS:

1. **Education.** High School Diploma or GED is required. An associate's degree or bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice or Public Administration from an accredited college or university, preferred.
2. **Experience.** Certification by New Mexico Law Enforcement Academy; Successful completion of at least two (2) in-service training sessions at the New Mexico Law Enforcement Academy or a combination of education, training and experience with demonstrable knowledge of the essential duties and responsibilities specific to the position. Minimum of two (2) years of continuous prior service as Sergeant. Bilingual proficiency in the English and Spanish languages is preferred.
3. **Licenses/Certifications.** Valid driver's license and New Mexico Law Enforcement Certification.
4. **Other** (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.)
5. **Bilingual in English and Spanish, preferred.**

Applicant must submit the following to be considered:

1. Letter of Interest
2. Resume
3. Three verifiable references

Open until filled. Packets may be submitted in person to HR, 820 Highway 478, and Anthony NM 88021 or by email to jobs@cityofanthonymn.org with the subject line: **POLICE LIEUTENANT**. A complete job description is available on the City website: www.cityofanthonymn.com

**benefits include City-paid premiums at 80% for employees and 70% for dependents for health, dental and vision; 100% life insurance for employees; 13 paid holidays annually; retirement through Public Employees Retirement Association of New Mexico (PERA); Paid Employee Assistance Program (EAP)*



CITY OF ANTHONY

LIEUTENANT JOB DESCRIPTION

Department: Police Department
Reports To: Chief of Police
FLSA Status: Classified
Approved Date: December 06, 2023

This position has a probationary period of 1 year (12 months).

POSITION SUMMARY:

To plan, organize and direct the activities of a station, substation and/or division of the City of Anthony Police Department. Protects life and property, prevents and investigates crimes, apprehends criminals, enforces laws and

SUPERVISION AND GUIDELINES:

Supervisory duties are performed under administrative directive with responsibility for independent action and decision-making, reports to the Chief of Police.

SUPERVISION EXERCISED/RECEIVED:

Work is performed under general supervision of the administrative superior. Supervises employees and activities of a station, and/or Division of the City of Anthony Police Department.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

Supervises and directs the activities of all subordinate personnel in the Police Department and assists personnel in the performance of their duties; responsible for assuring that the required procedures of the Department are being followed; responsible for assuring that all written reports, Citations and other written data are properly completed prior to submission to Chief of Police; responsible for work schedule of all Police Department personnel, submit proposed work schedule to Police Chief for approval; liaison to other law enforcement agencies on behalf of the Department; perform other related duties as assigned and at the discretion of the Chief of Police.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Must have knowledge of the principles, methods and techniques of law enforcement administration and management; laws, methods and procedures of criminal investigation; rule, regulations and standard operating procedures of a Police Agency, Knowledgeable in the principles, methods and techniques of community- based policing, crime prevention, law enforcement tactics, and traffic control;



2. Knowledgeable in criminal law and criminal procedure with regards to apprehension, arrest, custody of persons committing misdemeanors and felonies; reports writing; methods and techniques of supervision; training techniques; court demeanor and protocol; and effective communication techniques.
3. Thorough knowledge of geography, street system and routes of the city; of traffic codes; of personal safety procedures; of principles of first aid; of operation of equipment; of criminal codes; of department policies and procedures; and of the City ordinances and the laws of the State of New Mexico.
4. Must have skills in effective communication; Leadership and motivational techniques; analyzing law enforcement problems and situations and applying reasonable courses of action; report writing; listen; use of firearms and law enforcement equipment; and establishing effective and cooperative working relationships.
5. Ability to operate police vehicle, firearms and other assigned equipment; to evaluate and determine appropriate action in variety of routine and emergency situations; to communicate effectively, both orally and in writing; to establish effective working relationship with fellow employees and the public, to accurately complete report forms; to remain calm under stressful situations; and to be courteous, loyal and possess high moral standards and integrity.
6. Training in management, administration and leadership, as well as experience that provides the knowledge and skills necessary to perform the essential functions specific to position.

Physical strength and agility to perform obligations as a police officer.

MINIMUM QUALIFICATIONS:

EDUCATION AND TRAINING

High School Diploma or certified of successful completion of the General Educational Development (GED) test. An associate or bachelor's degree in Police Sciences, Law Enforcement, Criminal Justice or Public Administration from an accredited college or university, preferred.



1. Certification by New Mexico Law Enforcement Academy; or be able to obtain no later than one (1) year from date of employment.
2. Successful completion of at least two (2) in-service training sessions at the New Mexico Law Enforcement Academy or a combination of education, training and experience with demonstrable knowledge of the essential duties and responsibilities specific to the position.
3. Minimum of two (2) years of continuous prior service as Sergeant with the City of Anthony Police Department or to the discretion of the Chief.
4. Successful completion of Lieutenant examinations as required by City of Anthony.
5. Bilingual proficiency in the English and Spanish languages is desirable.

LICENSE AND CERTIFICATES

Must possess a current valid driver's license.

FOR ASSIGNMENT IN PATROL DIVISION

Schedules officers and assigns districts; Coordinates leave/training requests to ensure adequate staffing levels in the field; Inspects City of Anthony Police Sergeants patrol units; track vehicle and uniform inspections for assigned shifts; Respond to serious citizen complaints and investigations; Oversees monitoring of shift and calls for duty; supervises shift Sergeants; Assure that departmental and City policies and procedures are followed; Respond to and coordinate felony investigations; Respond to officer involved situations; recommends personal improvement plans for officers; Recommends disciplinary action for procedural infractions; Liaison between shift and upper administration;

Performs Projects; Assure that proper equipment is in the field; Assure that substation paperwork is delivered properly; Keep administrative superiors abreast of potential issues; Approve subordinates report and make recommendations; Assist with worker's comp issue on shift including on-duty injury reports; Assess manpower requirements for assigned units; Coordinate F.T.O program; Attend meetings representing administrative superiors; Assist on oral board and testing for City of Anthony Police Department and outside agencies; and also performs the duties of a City of Anthony Police Officer as necessary.

FOR ASSIGNMENT IN CRIMINAL INVESTIGATIONS DIVISION:

Responsible for several operational sections of the Division including criminal investigations, community policing, internal affairs, crimes scene, and Reserve Officers. Supervises and directs staff and daily activities of the Division; Responsible for approving leave and overtime, employee evaluations, making hiring recommendations, making corrective action recommendations, and recommending terminations; Attends and participates in community meeting scheduled by community policing section; Receives and investigates all complaints from the public regarding personnel in the Division;



Responsible for approving reports submitted by Sergeants, Investigator and officers; Ensures that follow up investigations are completed; Schedule training for personnel; participates on oral boards for hiring, promotion and laterals; Acts as liaison between City of Anthony Police and District Attorney's Office; Attends meeting as the City of Anthony Police representative; and performs the duties of City of Anthony Police Officer or Investigator as necessary.

ENVIRONMENT AND PHYSICAL FACTORS:

Duties perform inside and outside under variable conditions. May be required to attend seminars and training schools in the area of law enforcement. Routinely exposed to possibility of bodily harm, requires arduous physical exertion under a variety of conditions. May be required to attend periodic training schools at the New Mexico Law Enforcement Academy and training with in the City of Anthony Police Department.

WORK ENVIRONMENT:

Essential duties are performed indoors 50% of the time under normal conditions and 50% outdoors under fluctuating weather conditions and temperatures. Employee is exposed to hazardous conditions such as physical confrontations, driving hazards, high speed chases, animals, gunfire, rescue attempts on difficult terrain, exposure to fumes and airborne particles, stressful and dangerous situations.

The employee is occasionally exposed to vibration such as shotgun and/or off-road travel, toxic or caustic chemicals. Primary work surface indoors is carpeted and tiled floors.

Employee is exposed to long work hours and job induced emotional and mental stress and tension.

PHYSICAL DEMANDS:

While performing the duties of the job, the employee is regularly required to walk or sit for extended periods of time, use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk or hear; operate a patrol vehicle. The employee must be able to communicate effectively both orally and in writing. The employee must be able to operate specific office equipment and must be able to move about the work environment. The employee must have the ability to frequently move or re-position up to 10 pounds of materials or objects; carry 10 pounds on waist and 4 pounds on chest.

The employee is occasionally required to stand, climb or balance, stoop, keel, crouch or crawl, bend at the waist and twist/rotate waist; remain in prone position during an emergency situation; and taste or smell. The employee must frequently lift and or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds; push and pull (with arms and/or legs) 50 pounds or more of force during an emergency



situation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

(Must be able to perform the essential functions listed above and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job.)

POSITION TITLE: POLICE LIEUTENANT

I have read and understand the position description and confirm that I am able to perform the essential functions, duties and responsibilities as described above. I understand that this is not an employment contract and this document is subject to revision as needed.

Employee's Signature

Date

Print Name