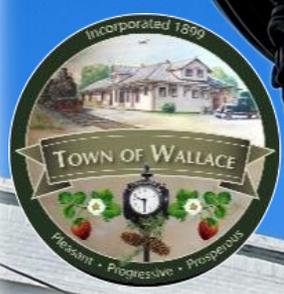


The Town of Wallace

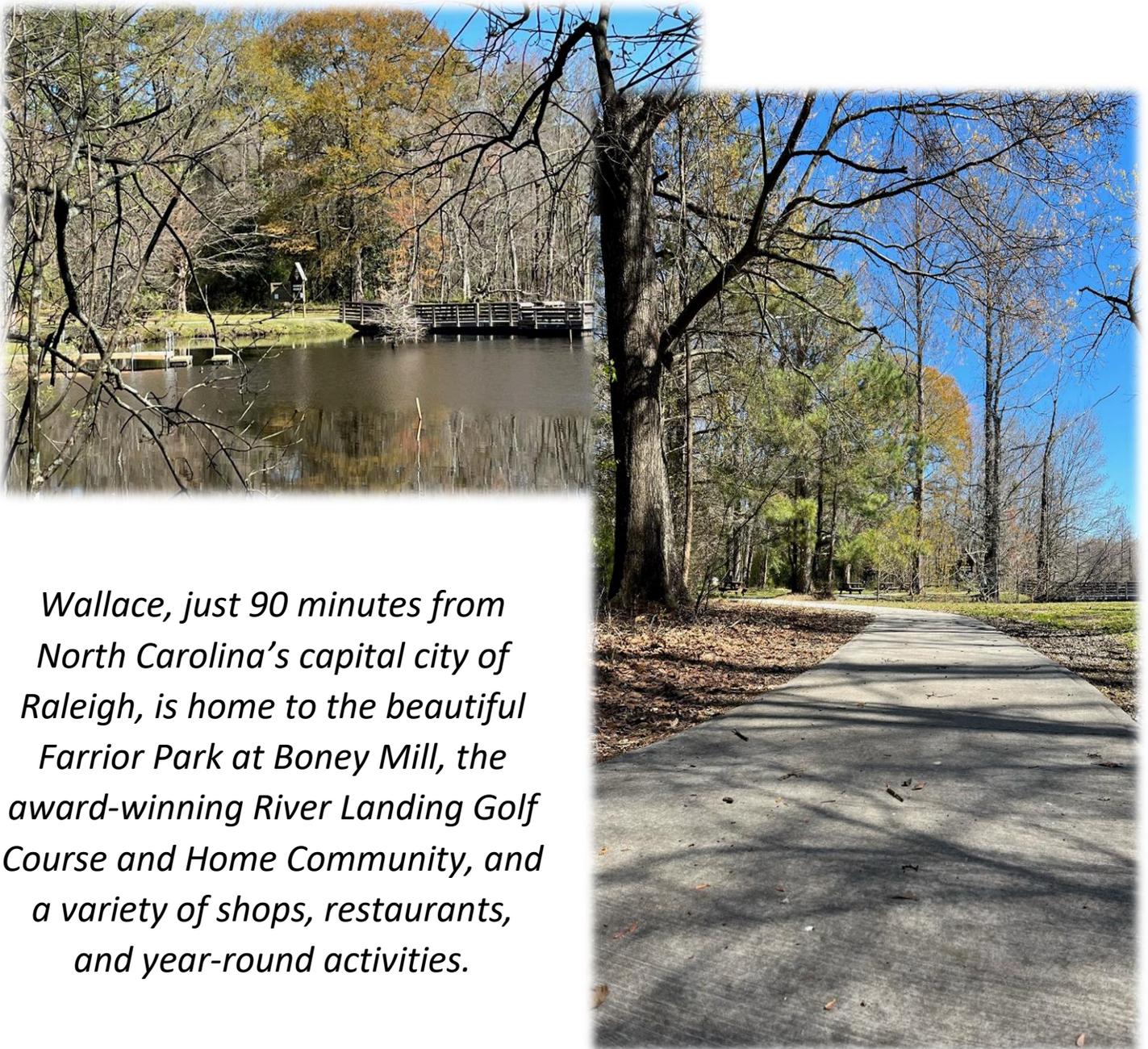
is seeking a

Police Administrative
Manager



Wallace

The Town of Wallace, situated in the I-40 corridor in Duplin County, North Carolina, is an engaging community of approximately 4500 residents located in southeastern North Carolina; neighboring the port city of Wilmington and just an hour from the beautiful Atlantic Coast. *The Town of Wallace, founded in 1899 as a railroad and farming community, is known for its small-town feel, historic downtown, welcoming people, and agricultural foundation. Visitors come to shop Main Street, experience our growing parks, or attend one of many community festivals including the well-known Carolina Strawberry Festival.*



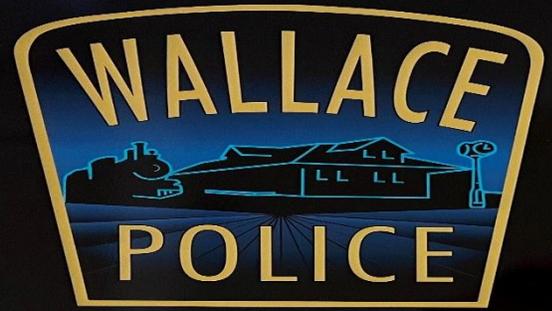
Wallace, just 90 minutes from North Carolina's capital city of Raleigh, is home to the beautiful Farrior Park at Boney Mill, the award-winning River Landing Golf Course and Home Community, and a variety of shops, restaurants, and year-round activities.

Wallace

The Town of Wallace is a full-service municipality that operates under a Council-Manager form of government, with the Mayor and five council members. The Town Council sets policy, approves the financing of Town operations, and enacts ordinances, resolutions, and orders. The Town Manager oversees day-to-day operations and is responsible for implementing the Council's priorities and policies and leadership of the Town's 55 full time employees.

The Town has multiple departments such as Police, Fire, Public Services, Parks and Recreation, Airport, Finance, Administration, Planning, and Library.

Wallace Police employs 18 full time employees. Our officers respond to approximately 14,000 calls for service per year, and the Police Department operates within an \$1.8 million dollar budget.



**HONOR
DIGNITY
RESPECT**

**SERVICE
AND
JUSTICE
THROUGH
EQUAL
TREATMENT**

We believe in the protection of life and property and the equal treatment of all persons. In the pursuit of **JUSTICE**, we strive to be **FAIR** and **PROFESSIONAL** while utilizing the best technology and equipment available. Through the proactive enforcement of laws, thorough investigations, and community partnerships, we endeavor to offer superior service to all Wallace residents, businesses, and visitors.



Wallace

General Statement of Duties

The Police Administrative Manager performs advanced work overseeing the administrative functions of the Police Department. These duties include Command Staff support, oversight of the Records Management System (RMS) and departmental records, DCI Terminal Agency Coordinator (TAC), reviewing reports for accuracy and compliance with state requirements and departmental guidelines, managing the departmental accreditation process, serving as liaison between the Police Department and the media, and completing other related work as required or assigned. This position is deemed essential during emergency or disaster situations. Work is performed under the supervision of the Administrative Services Captain.

Special Requirements

-Bachelor's degree (preferred) and considerable experience in administrative support work, police reporting systems, public records law, or equivalent combination of education and experience.

-Possession of or ability to obtain DCI certification within six months of hire.

-Possession of an appropriate driver's license valid in the State of North Carolina.

Essential Duties and Tasks

- **Oversee the daily administrative function for the department, to include supporting the command staff.**
- **Manage and oversee the department's accreditation program.**
- **Serve as the Police Department's Terminal Agency Coordinator (TAC).**
- **Serve as Records Manager for the Police Department**



Application Process

The application process may include the following:

- Application Review
- Written Examination
- Panel Interview
- Personal History Questionnaire
- Background Investigation
- Pre-employment Drug Screening
- Psychological Assessment/Evaluation
- Chief's Interview

Salary Range

\$42,050 - \$61,041

Questions about the application process can be directed to James Crayton, Chief of Police, at jcrayton@wallacenc.gov

The employment application and full job description are located here: www.wallacenc.gov