
Chief of Staff - Police Administration(Job Id 1322)

Location: US:KS:Overland Park

Category: Public Safety

Employment Type: Employee

Post Date: 09/17/2025

Description

The City of Overland Park has a full-time **Chief of Staff - Police Administration** position available in the Police Department.

JOB SUMMARY:

This position supports and implements the philosophies and directives of the Chief of the Overland Park Police Department. This position assists in overseeing agency administration, including collaboration with the Command Staff and agency operations. This position implements the agency's mission, vision, strategic direction, objectives, and goals ensuring accountability to our members, our partners, and our customers. This high profile role requires a considerable amount of interaction and transparent communication with the Chief of the Police and other Department Directors. The Chief of Staff position must always operate with a high degree of professionalism and diplomacy, communicating effectively both internally and externally to the agency.

DUTIES AND RESPONSIBILITIES:

- Supports the strategic direction of the agency that is in alignment with the Police Department's Strategic Plan and other guiding documents. Ensures consistent operation and administration to include mission, vision, philosophies, policy, budgets, equipment, organization, and resource allocation including personnel. Facilitates organizational accountability. Anticipates and plans for future organizational change, anticipated workload, and leadership succession. Establishes an environment that encourages and supports new organizational components; implements changes in procedures and other solutions to enhance the agency's ability to meet its strategic goals and objectives. Communicates the importance of future goals in the context of current priorities; recognizes and anticipates barriers and obstacles to achieve organizational goals. Ensures policies and procedures are established and enforced consistently throughout the agency. Provides direct support to the Chief and Deputy Chiefs, and other Command Staff.
- Develops a cohesive team with the senior command staff, including the Chief, Deputy Chiefs, Majors, Office of Professional Standards Captain, PIO, Public Safety Legal Advisor, Human Resources liaison, and the Budget and Grants Finance Officer to ensure all members support the mission, vision, and values of the agency. Focuses on employee growth, satisfaction, and engagement to increase employee retention and recruitment, to help accomplish the organizational goals. Works directly with the team to identify solutions to overcoming challenges while meeting or exceeding the expectations of the work unit. Facilitates conflict resolution through mediation and problem solving whenever necessary. Makes appropriate recommendations for change within their span of control. As needed, investigates and administers corrective actions or makes a recommendation for disciplinary actions.
- Fosters an inclusive work environment where diversity and individual differences are valued and used positively to achieve the mission and strategic goals of the agency. Provides administrative direction for the planning, organizing, directing, and coordinating of programs, activities, and personnel of the agency. Evaluates and assess various business units, business models and opportunities for organizational and service improvement and/or program elimination. Monitors a plan of personnel retention and agency growth to meet the needs of the strategic plan. Delegated authority to appoint, promote, demote, or discipline any member in accordance with personnel rules and regulations. In partnership with executive staff, prepares, and submits an annual proposed financial budget for the Police Department.
- Maintains a professional awareness of political, economic, social, technological, legal, environmental, and operational impacts while identifying and articulating potential risks and opportunities to the agency. Assess organizational culture based on the current socio-political environment. Builds partnerships with others (internally and externally) in order to achieve the strategic goals and objectives of the agency.
- Oversees the collection and dissemination of pertinent information from the Chief's Office to members of the organization. Effectively communicates with senior command staff, subordinates, external partners and other agency members. Leads a continuous quality improvement process throughout the agency, focusing on systems/process improvement. Promotes regular and ongoing opportunities for all members to provide feedback on program/project operations.
- Serves as an advisor to the Chief of Police. Due to the sensitive nature of the position, must exercise utmost professionalism and confidentiality. As a liaison to the Chief, manage organizational and daily logistics and interagency needs. Has situational awareness of all organizational areas of interest, including high-risk liability and personnel issues.
- Provide specific examples of regular, ongoing decisions made by this position related to this duty.
- Monitors mission critical tasks and priorities to ensure the effectiveness of the agency's ongoing operations.
- Makes decisions with the given authority to influence internal and external organizational direction and processes.
- Creates and tracks initiatives of the Chief and senior command staff, ensuring follow up and other related communications have taken place.

- Recommends long-term program plans, goals, objectives and milestones, which serve as the basis for substantive changes in the organization and administration of programs.
- Maintains an organizational health dashboard that illustrates potential risk and liability.
- Provides authoritative guidance in the resolution of complex problems or issues affecting the organization.
- Provides professional oversight in identifying and executing strategies that are most likely to be achieved.
- Maintains documentation of significant historical incidents, decisions, organizational change and other communications of the Chief that have an impact on the agency and/or agency members.
- Develops and executes a multi-year strategic plan that provides clear vision and direction for the agency.
- Organizes plans for long-term strategic resource allocation and determines organizational needs to accomplish departmental and division objectives.
- Assures agency effectiveness and organizational stability through development, execution, and regular evaluation of written policies, guidelines and standards.
- Leads with confidence and integrity, engages stakeholders earnestly, and builds and maintains partnerships with agency personnel and allied agencies.
- Provides direction by establishing and maintaining processes and procedures to guide agency action and programs.
- Delegates responsibilities effectively and appropriately in order to develop leadership skills and career advancement opportunities within the organization.
- Leads personnel to ensure agency long-term financial planning and sustainability in collaboration with the department and other government staff.
- Maintains the complete trust of the Chief and Senior Command Staff concerning highly confidential discussions.
- Provides strategic advice to the Chief to improve the daily management of the Police Department.
- Suggests conflict resolution and problem solving approaches and procedures to the Chief, senior command staff, and units within the organization.
- Assist with the strategic research and evidence-based approach to police reform, transparency and accountability. May act on behalf of the Chief of Police at local level meetings, events, engagements, and with stakeholders.

Requirements:

REQUIRED EDUCATION, KNOWLEDGE, AND CERTIFICATIONS:

- Education - Requires a bachelor's degree in criminal justice, public administration, public policy or a related field from an accredited college or university.
- Five years of progressively responsible administrative, managerial, and supervisory experiences in areas such as public policy analysis, project management, legislative management, strategic planning and/or public administration. This experience must include development of a working knowledge of the role of the police in the criminal justice system and in the context of effective municipal government.
- Knowledge of the structure and functions of municipal government to perform strategic planning, budgeting, and to support the development and implementation of policies and procedures.
- Accreditation Procedures - Thorough knowledge of law enforcement accreditation standards including management philosophies and operations and related familiarity with state, federal and other local agencies, and organizations.
- Able to pass a polygraph examination and background investigation.
- Access to the Kansas Criminal Justice Information System (KCJIS) is required, so KCJIS requirements apply: Must be at least 18 years of age. Must have not been convicted of a felony or serious misdemeanor.

PREFERRED:

- Previous executive law enforcement experience at Captain level or higher.
- Master's in criminal justice, public administration, public policy, police science, or a related field from an accredited college or university.

REQUIRED SKILLS:

- Ability to effectively and efficiently apply management principles related to strategic planning, resource allocation, leadership, and coordination of people and resources.
- Ability to stay apprised of emerging knowledge/trends in public safety and to uncover new organizational opportunities.
- Ability to plan and manage complex, multi-million-dollar departmental budget.
- Skill in judgment and decision making to consider relative costs and benefits of available options and to recommend and defend solutions that are in the best interest of the organization and of the community.
- Skill in identifying complex problems and reviewing related information to develop and evaluate options and to implement solutions.

- Ability to manage sensitive topics within and outside the organization.
- Skill in motivating and developing staff and in identifying the best use of departmental resources.
- Ability to communicate orally and in writing to convey accurate and timely information to varying audiences, including speaking to the media, and producing and/or approving press releases and official departmental materials.
- Ability to negotiate with different groups concerning organizational topics.
- Ability to interpret and apply legal codes, precedents, governmental regulations, executive orders, and agency rules.
- Skill in managing timeframes and schedules to meet competing deadlines.
- Ability to track, analyze, interpret, and communicate data relevant to operations of the Overland Park Police Department.
- Ability to establish and maintain effective working relationships inside and outside the organization.
- Professionalism, initiative, honesty, integrity, and the ability to maintain confidentiality.

PHYSICAL REQUIREMENTS:

- Hand and eye coordination adequate to input computer and operate other electronic equipment.
- Visual stamina and acuity adequate to review alphanumeric data and spend long periods looking at computer screen.
- Ability to make and receive phone calls.

SUPERVISORY RESPONSIBILITY (Direct &Indirect):

- Direct: - Police Budget and Grants Finance Officer - Administrative Assistant.
- Indirect: - Full and part-time commissioned and professional staff.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: Variable Shift - Police Department

Salary Range: Grade M, \$122,438.99 - \$177,536.70

Application Deadline: Open until filled

Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

EO/M/F/D/V