



JOB ANNOUNCEMENT ASSISTANT POLICE CHIEF

Provides complex and highly responsible administrative support to the Police Chief, serves as commanding officer for Investigations and Patrol Divisions including Photographic Traffic Control System, Traffic Safety Program; and may be required to assist Department Director on Code Compliance detail. Plans, coordinates and controls the activities of allocation and deployment of department personnel and equipment; performs other related work as required or assigned.

REQUIREMENTS:

- Fifteen years of progressively responsible experience in law enforcement, with Investigative and Police Patrol experience.
- Bachelor's Degree in Criminal Justice, Criminology, other law enforcement related course of study, or equivalent years of experience and education in law enforcement.
- Texas Licensed Peace Officer with a Master Peace Officer Certification from TCOLE.
- Must pass background investigation, psychological evaluation, physical and drug exams.
- Must have a Valid Texas Driver's License.
- Letters of Recommendation by a City Manager, Police Chief, or Superior Officer. *Internal Candidates must submit a letter of recommendation from at least one current supervisor or command-level officer.

PREFERRED QUALIFICATIONS:

- Extra consideration will be given to applicants who have:
 - Bilingual (English/Spanish)
 - Directed or Commanded emergency response scenes, to include barricaded subjects, hostage situations, and active shooter scenes.
 - Police Instructor Certification.

SALARY & BENEFITS:

- Salary Range: \$105,000 - \$120,000 annually, DOE/Q (Exempt Position)
 - Plus Master Peace Officer Certification pay - \$3,380/year
- \$1,000/yr. uniform allowance
- 100% Employee Coverage for Group Health, Dental and Term Life Insurance
- Eleven (11) Paid Holidays per year
- Seventeen (17) eight-hour days of Paid Personal Leave
- Twelve (12) eight-hour days of Paid Major Medical Leave
- Participation in the Texas Municipal Retirement System (TMRS) 7% and 2:1 match
- Longevity Pay after one-year
- Voluntary Supplemental Insurances – Accident Plan, Critical Illness, Life Insurance
- Voluntary Participation in Mission Square Section 457 Deferred Compensation Plan
- Voluntary Participation in Section 125 Cafeteria Plan, a health care reimbursement account

SUBMISSION: Submit your completed Employment Application and Personal History Statement to: Lisa Hernandez, HR Director, by email: l.hernandez@leonvalleytexas.gov, by fax: (210) 684-1515, or in-person at City Hall, 6400 El Verde Road, Leon Valley Texas, 78238. Visit the city's website at <https://www.leonvalleytexas.gov/jobs> for career opportunities. AA/EOE/ADA

CLOSES: This position is being recruited internally and publicly. Applications for this position will be accepted until 3:00pm on September 2, 2026, and may be extended until a qualified candidate is selected.