TOWN OF PAXTON

Paxton Police Department
576 Pleasant Street, Paxton, MA 01612
Phone (508) 755-1104

JOB POSTING

INTERIM POLICE CHIEF

The town of Paxton is seeking a highly qualified and experienced law enforcement professional to join our team in the role of **Interim Chief of the Paxton Police Department** during an important period of organizational transition.

This unique leadership opportunity is ideal for an accomplished law enforcement executive interested in providing experienced transitional leadership, strengthening organizational practices, fostering public confidence, and helping position the Department for long-term success. The Interim Chief will provide stability, leadership, and strategic direction while supporting the Town's efforts to identify and recruit its next permanent Police Chief.

The successful candidate will lead a well-established police organization and work collaboratively with current department personnel, Town leadership, residents and community partners to deliver effective community-based police services. The Town seeks a leader who demonstrates a strong commitment to transparency, accountability, professionalism, and open communication.

The ideal candidate will be approachable, visible, and engaged with the Paxton community. As a vital member of the Town's leadership team, the Interim Chief will be a collaborative and dynamic leader with demonstrated executive-level experience, sound judgment, and a commitment to public service. The selected candidate will model the highest standards of personal and professional integrity while fostering trust through strong partnerships, transparency, and meaningful community engagement.

The ideal candidate will bring:

- At least ten years of law enforcement experience, including a minimum of five years in a significant command-level leadership role.
- A strong commitment to community policing, public engagement, and transparent government.
- Proven command-level decision making, interpersonal, administrative, and organizational leadership skills.

- Demonstrated experience leading organizational improvement initiatives and managing departmental change.
- The ability to mentor personnel, build collaborative relationships, and support long-term organizational success.

The Role:

The Interim Chief is appointed by the Town Administrator and works under the direction of the Town Administrator and Select Board.

The Interim Chief is responsible for the overall administration, leadership and day-to-day operations of the Paxton Police Department. In addition to maintaining effective departmental operations, the Interim Chief will provide input on best practices, strengthen organizational effectiveness, and support initiatives that enhance public confidence in the Department with a lens on continuous improvement opportunities.

The Interim Chief will provide motivational leadership utilizing consistency and professionalism. The Interim Chief will establish clear priorities and promote a culture of accountability, integrity, and service. The position is responsible for planning and directing departmental operations related to the enforcement of local, state, and federal laws, as well as overseeing budgeting, personnel development, training, policy implementation, and operational planning.

Particular emphasis will be placed on:

- Strengthening communication and transparency throughout the organization.
- Supporting positive and productive relationships with residents, Town boards, committees, and community stakeholders.
- Mentoring command staff and supporting employee development.
- Assisting the Town in preparing for a successful transition to permanent leadership, including providing input and institutional knowledge during the recruitment process.

The Interim Chief will be expected to attend periodic evening meetings of Paxton's Select Board, Finance Committee and Capital Improvement Planning Committee, and other meetings as necessary.

The Department:

The Paxton Police Department is committed to providing high-quality law enforcement services to its residents while emphasizing professionalism, compassion, integrity, and ethical conduct.

Department currently consists of six police officers, two Sergeants, and one Lieutenant and serves a community that values strong partnerships between law enforcement and residents.

Recommended Qualifications:

- Bachelor's Degree (Master's degree preferred) in Criminal Justice, Public Administration, Law Enforcement, or a related field, or an equivalent combination of education and experience.
- Graduates of executive law enforcement leadership programs such as the FBI National Academy, Police Executive Research Forum Senior Management Institute for Police (SMIP), Police Executive Leadership Institute, FBI-LEEDA, or similar programs are strongly encouraged to apply.
- Experience: A minimum of ten (10) years' experience in law enforcement, with at least five (5) years in a significant command or supervisory capacity of at least the rank of Lieutenant.
- Valid Massachusetts driver's license.
- Valid Massachusetts License to Carry Firearms.
- Graduation from the Massachusetts Municipal Police Training Committee (MPTC) Basic Recruit Officer Academy, or eligible for a permanent exemption by the MPTC.
- Must meet all requirements established by the Massachusetts Peace Officer Standards and Training Commission (POST Commission) for certification as a Police Officer in the Commonwealth of Massachusetts.

Compensation:

The annualized compensation for this appointment is $70,000.

The position is structured as an interim leadership appointment with a flexible schedule established in consultation with Town administration and designed to meet departmental and community needs. Approximately 20 hours per week, with the schedule determined by the needs of the Police Department.

Evening, weekend, and holiday assignments may be required.

Term:

The anticipated appointment is six (6) to nine (9) months, though the duration may be adjusted based on the needs of the Town and the progress of the permanent Police Chief recruitment process.

The Interim Chief will play an important role in supporting the Town's transition to its next permanent Police Chief. Additional terms and conditions of employment will be discussed with the selected candidate.

Contact:

Interested candidates should send their cover letter and resume to the Town Administrator at rbirkbeck@paxtonma.gov