



CONNECTICUT POLICE CHIEFS ASSOCIATION

365 Silas Deane Highway, Suite 1A, Wethersfield, Connecticut 06109
(860) 757-3909 Fax: (860) 436-6054
Web site: www.cpcanet.org

Job Title: Chief Executive Liaison (CEL)
Hours: Part Time – 28 hours per week average
Salary Range: \$30.91 - \$34.34 per hour

Position Overview and Responsibility

This position works under the direction of the President or designee and Board of Directors for the Connecticut Police Chiefs Association (CPCA) in accordance with applicable bylaws and governing documents. The Connecticut Police Chiefs Association exists to support the Chiefs of Police and Connecticut Police Departments to meet the mission, goal, and objective of the organization.

Within that framework, the Chief Executive Liaison (CEL) will be responsible for confidential tasks, facilitating Law Enforcement command level promotional processes, training, provide technical assistance, media inquiries, conduct research, and documentation, not limited to, legislative tasks, statewide boards and/or commissions. Additionally, to assist with promoting Law Enforcement and providing assistance to the Executive Director as needed.

The Chief Executive Liaison position requires absolute trust and confidentiality. Performs duties requiring the exercise of good judgement and resourcefulness. Has the ability to establish and maintain harmonious working relationships with the Chiefs of Police, Administrative staff, various partner agencies, and elected local and state officials.

Essential General Duties

The general duties described below are the primary functions and duties of the classification. The general duties are not limited to the following and other duties are expected to be performed when the duty or function is similar in scope.

1. Conducts various types of research
2. Prepares statistical and narrative reports
3. Prepares/Addresses media inquiries when required
4. Performs training when required
5. Attends Legislative session as required
6. Prepares/delivers Legislative responses as requested

7. Provides Law Enforcement technical assistance
8. Provides Citizen resources (TBD)
9. Supports the promotion of CPCA and Mission under the authority of President, Executive Director and CPCA Board of Directors
10. Attends and participates at CPCA meetings when directed
11. May assist with command level promotional processes
12. Assists CPCA President, Board members, and Executive Director when required

Qualifications

A Bachelor's degree is required and a Master's degree is preferred. A minimum of 10 years of Law Enforcement supervisory experience, and six (6) years as a Commanding supervisor of a Law Enforcement agency. A combination of education, work experience, and specialized training may be accepted as a minimum; Demonstrated familiarity with state laws, policies, Law Enforcement operations, and the Legislative process. Considerable knowledge of police investigative procedures and applicable laws; Demonstrates the ability to present written or oral communication at various forums or meetings. Excellent interpersonal skills and ability to work with diverse populations is required. Demonstrates the ability to conduct research and provide statistical analysis and narrative reports. Must possess strong knowledge of various computer skills such as Microsoft Office Suite, including Word, Outlook, Excel, and virtual/Teams meetings; Must possess strong administrative and coordinative skills. Must be well organized and able to effectively prioritize. Ability to meet deadlines on a regular basis. Must be accurate and attentive to detail with the ability to multi-task.

Licenses, Registration and Insurance

Must maintain a valid motor vehicle operator's license. Must have a motor vehicle properly registered and insured or have access to reliable transportation to meet the needs of the job function.

Work Environment

The Chief Executive Liaison position will primarily work remotely. On occasion, it may require to work from the CPCA office setting or at another instructed location to perform the general duties.

An average of 28 hours per work week is required, but it may require additional hours for a specific week as a result of an essential task. The work week hours are flexible and must adapt to the needs of the organization.

The Chief Executive Liaison must always be able to work harmoniously, cooperatively, and courteously with others always.

Note

This is a part-time position that may be re-evaluated to a full-time position in the future.

Application and Selection Procedure

Interested candidates must email their resume, cover letter, and a list of three (3) references to Pam Hayes (phayes@cpcanet.org) on or before Friday, November 1, 2024. Applicants are also advised to confirm receipt of their submission.

A selection panel will review the applications and select the best qualified candidates to move forward for an interview. A panel will then select the top candidates from the oral board interview. The final selection will be conducted by the CPCA Board of Directors. A pre-employment background check and screening will be conducted before bringing the candidate's name forward for official approval from the CPCA Board of Directors.

An anticipated start date of January 2025 is expected.