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FAIRVIEW, MT 59221

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JOB DESCRIPTION

JOB TITLE: Police Chief

DATE LAST REVISED: 07/08/2026

DEPARTMENT: Town of Fairview, MT Police Department

JOB SUMMARY

The Town of Fairview, Montana is seeking an energetic and engaged leader to lead the Police Department. This is an opportunity to work with an experienced and dynamic Town leadership team managing a dedicated team of law enforcement professionals. The Police Chief reports to the mayor. There are currently 2 sworn positions.

Located on the Montana – North Dakota border with several historic sites within 100 miles.

DUTIES AND RESPONSIBILITIES

Essential

- Possess a passion for public service demonstrated by a high degree of integrity, enthusiasm, self-reliance, and job proficiency
- Conveys the vision and mission of the Town and provides excellent service and satisfaction to our internal and external customers, including Town officials, community and business partners, employees, and the general public
- Develops and directs the implementation of long-term goals, policies, objectives, and department work standards
- Manages budget development, plans, organizes and directs the administration of the department's budget
- Responsible for all sworn law enforcement officers and 911 communication dispatch employees
- Attends and participates in Town Council meetings, technical meetings, and special events
- Attends conferences and seminars to remain current on training and legal topics
- Be available for media relations related to Police Department public relations
- Establishes and maintains effective working relationships with Richland County Sheriff's Department, Montana Highway Patrol, McKenzie County ND Sheriff's Department and Federal law enforcement agencies
- Oversees the selection, training, development, promotions, motivation, discipline, and evaluation of employee performance appraisals
- Must have comprehensive knowledge of scientific methods of crime detection and criminal identification
- Ability to evaluate the effectiveness of the department and to institute improvements
- Ability to communicate effectively, both orally and in writing
- Must be able to render credible testimony in a court of law
- Comprehensive knowledge of laws, rules, and court decisions related to the administration of criminal justice and law enforcement
- Required to work during declared emergencies
- Performs other duties as assigned or needed

QUALIFICATIONS

Minimum

- A bachelor's degree in criminal justice, public administration, or a closely related field; or education and/or combination of at least 10 years of experience in law enforcement with consistent growth in responsibility and leadership roles such as Police Chief, Deputy Chief, or Assistant Chief of Police, or Major
- Must have a valid driver's license with an approval driving history. Ability to get a Montana driver's license timely if moving from out-of-state
- Must live in an area that allows timely response within 15 minutes in event of emergency response
- Must have or be able to be Montana POST (Police Officer Standards and Training) certified within 3 months of hire or promotion into this position
- Experience in municipal, county, regional, or state government organizations, preferred

Salary and Benefits

- The hiring range for this role is \$70,000 - \$80,000. Starting salary will depend on experience and qualifications.
- The Town provides employee benefits such as for the employee. that begin the first of the month after 30-days of employment, such as:
 - Medical and Life Insurance
 - Dental and Vision are additional voluntary benefits
- Immediate enrollment in state retirement plan with generous employer contributions

Physical Standards

- This position involves physical demands to include:
 - exerting up to 50 lbs. of force occasionally and 20 lbs. of force frequently
 - May include sitting, driving, lifting, bending, stooping, kneeling, crouching, crawling, climbing, reaching, walking, pushing, pulling, and standing

Please apply by sending your resume, cover letter, salary requirements, and three professional references to Norma Faye Carlson, Town Clerk / Human Resources at cityhall@fairviewmt.gov