

CITY OF MACKINAC ISLAND POLICE DEPARTMENT POLICE CHIEF (FULL-TIME)

Opening Date: September 18, 2025

Closing Date: October 3, 2025, 4:00 p.m.

CONTACT INFORMATION

Trista France, City of Mackinac Island Mayor's Assistant

assistant@cityofmi.org

(906)847-6556

ABOUT CITY OF MACKINAC ISLAND

Mackinac Island, Michigan is a small island in Lake Huron, incorporated as a council-mayor governed city with the only special charter in the state of Michigan. The Mackinac Island community transforms from a close knit, quiet community of roughly 500 people, snowmobiles, and a handful of horse drawn taxis and drays to a bustling tourist destination that welcomes thousands of visitors daily, hosts thousands of seasonal employees from all around the world, and hundreds of horses. With over 80% of the land consisting of state park property, the drastic fluctuation from small community to tourist destination, the ban of motor vehicles, and other unique features of the city presents the Chief's position with nuanced issues, challenges and opportunities while serving one of Michigan's most beautiful communities. Applicants to this position must be able to distribute tasks to their officers and other employees to ensure that policing can be properly enforced across the island to ensure the safety of our residents, workers, and guests.

POSITION SUMMARY

The city is seeking an individual with managerial experience in the operation of its Police Department. The selected candidate must possess leadership skills, a dedication to community involvement, experience with inter-governmental cooperation, excellent communication and public relation skills, and experience in labor relations, management, and budget preparation and control. This is a working chief position where the selected candidate will be expected to answer calls for service as well as handling administrative/management duties.

The selected candidate should be a visionary leader who can evaluate the needs of the community, determine law enforcement requirement goals and ensure that residents and visitors receive the highest quality of professional police services. The police chief should be an innovative law enforcement executive who practices the integration of unique solutions while developing and directing strategies to meet city goals, objectives and priorities.

MINIMUM REQUIREMENTS

- An Associate's Degree in law enforcement, criminal justice, or a related field, or equivalent experience.
- Twelve (12) years or more of progressively responsible experience in law enforcement field, including at least three (3) years of experience in a leadership or supervisory position.
- Michigan Commission on Law Enforcement Standards (MCOLES) certification as a Police Officer.
- State of Michigan Vehicle Operator's License.
- Must maintain State of Michigan mandated firearms qualification.
- Considerable knowledge of State and Federal laws, local ordinances and the limitations on policy authority to effectively advise subordinates and meet public safety needs.
- Skill in the use of Department vehicles and equipment, including emergency vehicles, firearms, audio and visual surveillance equipment and radar.
- Ability to effectively communicate ideas and concepts orally and in writing.
- Thorough knowledge of public management techniques involved in budgeting, personnel administration, labor relations and community outreach.
- Skill in the use of standard office equipment, including computers and related software.
- Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
- Ability to maintain accurate records and prepare comprehensive reports.

- Ability to maintain discipline, lead and command employee effectively under emergency conditions, and work effectively under street and within deadlines and changing work priorities.
- Ability to exercise good judgment, initiative and resourcefulness and maintain effective working relationships with the public, victims, detainees, and other law enforcement professionals, the media and City officials, administrators and employees.
- Ability to work shifts of varying lengths and different times of the day, including weekends and holidays, as necessary.
- Ability to respond to emergencies and attend meetings at any hour.

A more detailed job description is available upon request. The duties listed above and the description provided herein should not be interpreted as describing all responsibilities of the position or limit the nature and extent of assignment an employee may be given.

The position description does not constitute an employment agreement between the City of Mackinac Island and any future employee and is subject to change as the need and requirement of the job changes.

Annual salary range is \$85,000.00 - \$95,000.00. (Housing provided)

HOW TO APPLY

All candidates must submit complete application packages which shall include:

- Cover letter
- Resume
- City of Mackinac Island Police Chief Application

Applications can be obtained online at <https://www.cityofmi.org/media/391>.

Application packages should be submitted to:

Trista France, City of Mackinac Island Mayor's Assistant

Email: assistant@cityofmi.org

Or can be dropped off in-person at:

Mackinac Island City Hall

Attention: Trista France, City of Mackinac Island Mayor's Assistant

7358 Market Street

Mackinac Island, MI 49757

Applications will be accepted until October 3, 2025, 4:00 p.m.

Following the close of Application acceptance, the city will evaluate all applications against the posted qualifications and may invite a select number of applicants to participate in an in-person interview.

All applicants must provide authorization to conduct criminal background checks, credit checks, academic verification, contact references, and employment references. Prior to date of hire must submit to a drug test, physical, psychological exam, and a thorough background investigation. Pursuant to all state laws governing laws to public records, all information submitted and associated with an individual's application, including resumes and cover letters, may be subject to public exposure.