



POSITION VACANCY NOTICE

City of Ketchikan

January 23, 2017

TITLE: POLICE CHIEF			
DEPARTMENT:	Police	DIVISION:	Administration
STATUS:	Regular Full-time	HOURS/DAYS:	Monday-Friday 8:00 am – 4:00 pm with evenings and weekends
GRADE / STEP:	778 / A-R	DUTIES:	See attached job description
HOURLY/SALARY:	\$7,697.98- \$9,915.19/Mo	UNION STATUS:	No

SPECIAL REQUIREMENTS:

Bachelor's degree from an accredited college or university with major course work in business or public administration, criminal justice, police science, or a related field. Post-graduate work in a related field is preferred.

Ten years of increasingly responsible law enforcement experience including three years of management and administrative responsibility.

ADVERTISING REQUIREMENTS

Position is Open Until Filled

APPLICATIONS MUST BE RECEIVED BY CLOSING DATE

PUBLICATIONS: Ketchikan Daily News; Job Service; City of Ketchikan Website

APPLICANT PROCESSING INSTRUCTIONS

FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:
HUMAN RESOURCES AT (907) 228-5631 OR ON-LINE AT
<http://www.ktn-ak.us/jobs>

CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER

City of Ketchikan

POLICE CHIEF

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Police Department for the City of Ketchikan including the enforcement of criminal and traffic laws, regulations, and ordinances of the State of Alaska and the City of Ketchikan in order to preserve and protect life, health, and property in the City and related services and activities; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

The goal of the City of Ketchikan government is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, the Charter of the City of Ketchikan, the Ketchikan Municipal Code, and the citizens of Ketchikan as represented by the City Council. As Director of the Police Department, the Police Chief administers the Police Department's operating and capital budget and manages the staff of the department in furtherance of the City's goals. On own initiative or by direction of the City Manager, the Police Chief ensures implementation of City Council policies and direction by planning, implementing, and evaluating the Police Department's activities, programs, and facilities. The Police Chief must perform these duties in a manner that reflects positively on the City and the Police Department and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Police Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Police Department services and activities including all patrol and investigations functions and activities as well as public safety dispatching services and activities; provides effective emergency services and prevention activities in the City of Ketchikan in order to protect lives and property, preserve public peace, prevent criminal activity, and apprehend offenders.
2. Manages the development and implementation of goals, objectives, and priorities for the Police Department; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Ensures that up-to-date and efficient law enforcement technologies are incorporated into the Police Department's procedures, equipment, and methods.
6. Plans, directs, and coordinates, through subordinate level staff, the Police Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
7. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.

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Police Chief (Continued)

8. Oversees and participates in the development and administration of the Police Department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
9. Identifies federal, state, and private research and development grants; determines scope of work for which funds are needed; prepares proposals to obtain grants; administers grant funds.
10. Supervises and administers the Police Department's capital improvement and grant projects; assumes responsibility for facility and fleet management including maintenance, general projects, and vehicle fleet.
11. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
12. Directs analyses of crime trends and related law enforcement concerns in the community; implements appropriate actions to meet needs identified; reports major issues and trends to the City Manager and City Council.
13. Represents the Police Department to other departments, elected officials, and outside agencies; presents issues and recommendations on major issues to appropriate advisory bodies and to the City Council.
14. Coordinates assigned activities with those of other departments and outside agencies and organizations; establishes and maintains cooperative relationships with neighboring police departments to ensure coordinated efforts to address common law enforcement issues; administers agreements with other jurisdictions.
15. Responds to emergency and non-emergency incidents; utilizes the incident command system to take action.
16. Responds to and resolve difficult and sensitive citizen inquiries and complaints; explains, justifies, and defends Police Department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
17. Participates on a variety of boards, commissions, and committees; serves as the City's representative to committees and community organizations concerned with improvements in law enforcement public education, and departmental public relations.
18. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of law enforcement; incorporates new developments as appropriate.
19. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive Police Department including law enforcement, crime prevention, and associated programs, services, and operations.

Principles and practices used in the administration, organization, and management of a comprehensive municipal Police Department.

Advanced principles and practices of program development and administration.

Law enforcement theory, principles, and practices and their application to a wide variety of services and programs including investigation and identification, patrol, traffic control, records management, care and custody of persons and property, and crime prevention.

Operational characteristics of police equipment, vehicles, and tools including firearms.

Use of firearms and other modern police equipment.

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Recent court decisions and how they affect Police Department operations.
Methods and techniques of public relations.
Modern office equipment and computers including applicable software applications.
Principles and practices of municipal budget preparation and administration.
Principles of supervision, training, performance evaluation, and progressive discipline.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Manage and direct a comprehensive Police Department including law enforcement, crime prevention, and associated programs, services, and operations.
Develop and administer goals, objectives, and procedures for the Police Department.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Identify and respond to sensitive community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff; implement progressive discipline when necessary.
Mediate and resolve conflict situations.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret, apply, and make decisions in accordance with applicable federal, state, and local policies, laws, and regulations.
Retain presence of mind and act quickly and calmly in emergency situations.
Effectively use and qualify with law enforcement tools and weapons including firearms, batons, defensive tactics, and other safety equipment.
Operate specialized law enforcement equipment including specialized police vehicles, radios, video systems, and radars.
Meet the physical requirements necessary to safely and effectively perform the assigned duties.
Operate modern office equipment and computers including applicable software applications.
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Bachelor's degree from an accredited college or university with major course work in business or public administration, criminal justice, police science, or a related field. Post-graduate work in a related field is preferred.

Experience:

Ten years of increasingly responsible law enforcement experience including three years of management and administrative responsibility.

License or Certificate:

Must meet minimum standards for police officers as set forth in AS 18.65.240.
Possession of, or ability to obtain, an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to various locations to attend meetings or inspect, supervise and/or perform department activities in responding to emergency scenes, disasters, or critical incidents; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; exposed to potentially hostile environments; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, etc; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings; subject to emergency call out at any time. Regular contact with the general public and various public agencies and departments, as well as other federal, state and local law enforcement agencies.

Physical: Primary functions require sufficient physical ability to work inside and outside in a law enforcement setting; restrain or subdue individuals; walk, stand, sit, or run for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; occasionally climb and balance; regularly push, pull, lift, and/or carry light to moderate weights; frequently lift and/or move moderate to heavy weights; occasionally lift and/or move heavy weights; operate office equipment including use of computer keyboard; requires a sense of touch, finger dexterity, and gripping with hands and fingers; ability to speak and hear to exchange information; ability to operate a vehicle to travel to various locations; ability to operate and use specialized law enforcement tools and equipment including guns and handcuffs.

Vision: See within the normal range of vision with or without correction; specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-78
Job Position Code: 10070
Union: No
FLSA: Exempt
Date Approved: February 17, 2004
Date Amended: June, 2007 (*Johnson & Associates*)

Human Resources Manager Approval

City Manager Approval