

CITY OF MILL CREEK

POSITION DESCRIPTION

POSITION TITLE:	Police Chief / Director of Public Safety	JOB CLASSIFICATION:	Director
DEPARTMENT:	Police	REPORTS TO:	City Manager
SALARY GRADE:	27	FLSA EXEMPT:	Yes
REPRESENTATION:	Non-represented	Approvals: CM: <i>del</i>	date: <i>9.12.2017</i>
		Approvals: HR: <i>Jo</i>	date: <i>9-12-17</i>

GENERAL DESCRIPTION:

This position is responsible for ensuring public safety by providing leadership in planning, organizing and directing the activities and operations of the Mill Creek Police Department, the departmental budget, the implementation and ongoing success of departmental programs and services and the performance and professionalism of departmental staff. A person in this position must be able to maintain effective relationships with other public agencies and contribute toward the achievement of goals and objectives as determined by the City Manager.

ESSENTIAL JOB FUNCTIONS:

1. Recruit and retain qualified personnel consistent with applicable laws, regulations and civil service procedures; ensure that personnel and resources are allocated in a manner that provides staffing levels that meet the City's need for police protection and optimum departmental effectiveness.
2. Monitor and evaluate work load and internal reporting relationships; operational efficiency and effectiveness, service delivery methods and procedures; and administrative and support systems. Identify opportunities for improvement and direct/implement necessary changes in order to achieve departmental goals and support citywide organizational goals.
3. Prepare fiscally sound annual budgets to enable the department and the City to achieve its objectives; ensure that the department functions within budget appropriation; and monitor monthly departmental revenues and expenditures against authorized budget limits.
4. Oversee collection and compilation of crime statistics and analyses of crime trends in the community, and prepare and present reports summarizing crime activity, arrests and investigations. Report major issues/trends to the City Manager.
5. Evaluate community crime patterns in order to develop short- and long-term crime reduction strategies, including changing police patrol priorities, establishing temporary task forces, acquiring specialized equipment and reassigning personnel.
6. Work with staff members and the City Manager to establish and communicate goals and objectives for the department or for specific programs. Suggest ideas to accomplish departmental and City objectives; resolve issues as necessary. As a member of the executive management team, interact with other staff to coordinate law enforcement activities impacting other departments; coordinate and plan activities with other city police departments in areas of mutual concern.
7. Actively participate with other jurisdictions to maintain effective coordination of agency law enforcement efforts. Confer with the City Attorney and County Prosecutor regarding cases, trends and changes or interpretation of criminal codes.
8. Serve as Director of Emergency Management.
9. Develop policies, procedures and practices for review and approval by the City Manager.
10. Participate as a member of the collective bargaining team.
11. Maintain appropriate confidentiality of work-related issues, including but not limited to customer, employee and City information and records.

This is not designed to be a comprehensive listing of all activities, duties and responsibilities required of the job. Other duties may be assigned and/or performed.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- All phases of police work including principles and practices of modern crime prevention, investigation, criminal identification, apprehension, rules of evidence, traffic control, safety, care and custody of prisoners, recordkeeping and all other aspects of law enforcement and administration.
- Civil Service rules and procedures.
- Municipal administration and principles and practices of management, supervision and budgeting.
- City and departmental policies and procedures, ordinances, municipal codes, city geography and public and private facilities.
- Principles and practices of case management.
- City disaster plan and principles of emergency preparedness.

Ability to:

- Maintain regular, predictable and reliable attendance during scheduled hours.
- Keep abreast of law enforcement technologies and techniques and recommend implementation of programs and equipment to achieve organizational objectives.
- Appropriately delegate responsibility and authority to assigned staff; plan, assign, delegate, supervise and evaluate the work performance of subordinate personnel in a manner conducive to individual and team performance and maintaining high morale.
- Establish and maintain a working environment that is conducive to positive morale, personal accountability of staff and teamwork within the department.
- Establish, maintain and promote effective and positive working relationships with elected and appointed officials, City employees and the general public.
- Communicate effectively, both orally and in writing, to groups and individuals.
- Meet the physical requirements necessary to safely and effectively perform assigned duties.
- Identify, develop and implement appropriate solutions, actions or alternatives based on available information or data.
- Analyze problems, identify alternative solutions, project possible consequences of proposed actions and make effective recommendations.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Develop procedures and work activities and carry work through to completion.
- Successfully complete various training courses and obtain certification required and necessary for functional skills, performance, improvement and professional development.
- Work cooperatively with others to achieve results, valuing other's input and expertise; acknowledging other team member's concerns and contributions and supporting team decisions.

MINIMUM REQUIREMENTS:

- Must be at least 21 years of age and a U.S. citizen.
- Must successfully pass a rigorous and complete background investigation that meets departmental and/or state standards prior to appointment.
- Must meet required physical/medical standards and all Civil Service requirements.

Experience and Education/Training:

- Bachelor's degree in criminal justice, law enforcement or related field, plus a minimum of ten years of continuous law enforcement service as a fully commissioned peace officer with a municipal, county or state law enforcement agency; at least five years of increasingly responsible management experience; or any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

Licenses/Certifications required:

- Possess and maintain a valid Washington State driver's license and an insurable driving record or obtain within 1 month of hire.
- Must be commissioned as a law enforcement officer by the Washington State Criminal Justice Training commission, or the ability to successfully complete this course within the first six (6) months of appointment.
- Executive Level Certification from the Washington State Criminal Justice Training Commission, or the ability to obtain within the first twelve (24) months of appointment.

Preferred:

- Master's degree in Criminal Justice, Police Science, or a related field of study is desirable.

PHYSICAL REQUIREMENTS / WORKING CONDITIONS:

The City of Mill Creek provides a tobacco-free environment for its employees; smoking/tobacco use is prohibited in City facilities and vehicles.

Specific physical requirements and typical working conditions for this position are on file in the Human Resources Department.

