

CITY OF CANNON BEACH

Job Announcement

Chief of Police

The City of Cannon Beach is seeking qualified applicants for the position of Chief of Police. The position, under general supervision of the City Manager, the Chief of Police administers, plans, organizes, integrates and directs the activities and personnel of the City's Police Department and the delivery of law enforcement services and programs.

The Chief of Police is a uniformed police officer and department director who is responsible for the administration of municipal law enforcement, including overseeing and managing police protection, law enforcement, crime investigation and prevention, community policing, beach safety operations, vehicle parking, maintenance of order within the city and representing the department in cooperative county and regional law enforcement efforts. Manages all department personnel, budget, supplies and equipment, vehicles, programs, and all administrative and operational tasks and activities performed. The Chief of Police is also responsible for evaluating the work, services, and programs of the Police Department.

Mandatory Qualifications/Requirements: a Bachelor's Degree in criminology, criminal justice, or a managerial or related discipline, and a minimum of three (3) years responsible law enforcement management experience. An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position may be considered. Must possess Oregon Department of Public Safety Standards Training Certification at management level is required. Possession of a valid state driver's license is also required.

Desirable Qualifications: a Master's Degree in criminology, criminal justice or a managerial or related discipline. Experience with the administration, management and regulations governing police enforcement activities. Experience with the preparation, development, management and oversight of significantly large budgets. Experience with managing bid processes, negotiations, and the performance of contracts or vendors. Experience with short and long-range planning and program management. Experience in managing and supervising the work of uniform police officers, volunteers and office staff. Experience in using a computer and a calculator. Completion of the FEMA Professional Development Study and experience/training in "Disaster Preparedness and Operations".

Working Knowledge Required: of the theory, principles, practices and techniques involved in the administration of public safety rules and regulations, police administration, criminal justice, modern patrol techniques and crime prevention and community policing; in the interpretation and application of pertinent City, State, Federal laws, rules, ordinances, guidelines, or principles relevant to law enforcement activities; of the development and monitoring of budgets and expenditures and in the principles and practices of public administration, purchasing and public records; in managing, supervising, training, evaluating and directing the work of others; in research methods and analysis techniques applicable to a municipal police department and related law enforcement responsibilities; in the planning, implementation, and management of programs or projects; of effective community and public relations methods and practices; of safety regulations, procedures and practices in law enforcement; English grammar, spelling and usage.

Working Conditions: Work in this class is typically performed in an office environment and in police vehicles and outdoors.

Skills Required/Ability to: plan, organize, coordinate and direct the operations of the Police Department, its personnel, and law enforcement activities; employ sound judgment and discretion; establish and maintain effective working relationships with City Manager, department heads, City Councilors, and the general public; plan, implement, and manage department budget and programs; analyze and make sound



management decisions or recommendations on complex operations, administrative or service problems and issues; understand, interpret, and apply pertinent Federal, State or City procedures, policies and rules or regulations; present proposals, matters or issues and recommendations clearly, logically and persuasively in communications or presentations to elected officials, other organizations, and in public meetings; develop effective and appropriate policies, procedures and controls; prepare, clear, concise and comprehensive correspondence, reports, documents, studies and other written materials; exercise tact, diplomacy and appropriately manage matters in dealing with sensitive, complex and confidential issues and situations; exercise sound and expert independent judgment in the performance of the role and responsibilities of position; manage, supervise, and direct the work of staff; establish and maintain effective working relationships with others; ensure the safe and ongoing operations of the City's law enforcement activities, community policing services, and related programs; apply effective internal and external customer service skills; use keyboard; utilizing word-processing, spread sheet and database programs or other application software as required for the position; use and operate general office equipment including a calculator, computer, printer, fax, and copier; serve on-call evenings and weekends and respond to Police Department emergencies when called.

The successful candidate will exhibit a professional attitude; enjoy working with the public and take pride in his/her work.

Excellent benefit package. Salary range starting at \$5,634 - 6,762 per month.

Application deadline: 5:00 p.m., February 24, 2012. Application forms are available at City Hall, 163 E. Gower St. or online at <http://ci.cannon-beach.or.us/jobs.html>. Send a letter of interest, resume and completed application form to the attention of Rich Mays, City Manager, City of Cannon Beach, P.O. Box 368, Cannon Beach OR, 97110 or fax to (503) 436-8053. For additional information, please email mays@ci.cannon-beach.or.us or call (503) 436-8050; or contact Administrative Assistant Brandy Brien at bbrien@ci.cannon-beach.or.us.

The City of Cannon Beach is an Equal Opportunity Employer.

Posted: January 18, 2012

Posted: January 25, 2012

