

# **JOB ANNOUNCEMENT**

## **POLICE CHIEF**

The City of Tenino, WA is accepting applications for Police Chief. The 2021 salary range is \$61,688.76 - \$76,869.31, per year. This position offers a comprehensive benefits package. Due to the size of the agency the Police Chief is a working patrol position subject to rotating shift work. As such, this position is subject to the same physical requirements as a patrol officer. The Chief works under the direction of the Mayor.

A completed City of Tenino application packet, resume and cover letter must be submitted to the City Clerk no later than 4PM September 15, 2021, to be considered. Documents may be delivered in-person to City Hall, located at 149 Hodgden St. South, Tenino, WA 98589 or by US mail to PO Box 4019, Tenino, WA 98589.

### **Position Description**

#### **Class Title: Tenino Police Chief**

Department: Police

#### **GENERAL PURPOSE**

Performs a variety of complex administrative, supervisory and professional work in planning, coordination and directing the activities of the Police Department.

#### **SUPERVISION RECEIVED**

Works under the direction of the Mayor.

#### **SUPERVISION EXERCISED**

Supervises all Police Department staff directly and through subordinate supervisors.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Plans, coordinates, supervises, and evaluates Police Department operations.

Develops policies and procedures for the Department to implement directives from the Mayor.

Assures that personnel are assigned to shifts of working units which provide optimum effectiveness in terms of current situations and circumstances governing deployments.

Prepares an annual budget for the Department; directs the implementation of the Department's budget; plans for and reviews specifications for the new or replaced equipment.

Directs the development and maintenance of systems, records and legal documents that provide for the proper evaluation, control, and documentation of the Police Department operations.

Trains and develops Department personnel.

Meets with elected or appointed officials, other law enforcement officials, community and business representatives and the public on all aspects of the Department's activities.

Cooperates with County, State, and Federal law enforcement officers as appropriate where activities of the Police Department are involved.

Provides law enforcement, public service and ensures public safety.

## **PERIPHERAL DUTIES**

Directs investigation of major crime scenes.

Performs the duties of subordinate personnel as needed.

Analyzes and recommends improvements to equipment and facilities as needed.

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- A. Graduation from a college or university with an associate degree or equivalent credits in police science, law enforcement, criminal justice, public administration or a closely related field, and
- B. Six years of experience in law enforcement or equivalent of any combination of education or experience
- C. Completion of the basic law enforcement training academy or equivalent

Necessary Knowledge, Skills, and Abilities:

- A. Thorough knowledge of modern law enforcement principles, procedures, techniques and equipment; considerable knowledge of applicable laws, ordinances and department rules and regulations.
- B. Skill in the use of the tools and equipment listed below.
- C. Ability to train and supervise subordinate personnel; ability to perform work requiring good physical condition; ability to communicate effectively establishing and maintaining working relationships with subordinates, peers and supervisors; ability to exercise sound judgement in evaluating situations and in making decisions; ability to give verbal and written instructions; ability to meet the special requirements listed below.

### **SPECIAL REQUIREMENTS**

- A. Must possess or be able to obtain by the time of hire, a valid Washington State Drivers License without a revocation in any state.
- B. Basic law enforcement training certificate or equivalent.

### **TOOLS and EQUIPMENT USED**

Police car, police radio, radar gun, handgun, and other weapons as required. pepper spray, handcuffs, breathalyzer, first aid equipment, personal computer and cellular phone.

### **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of the job, the employee is frequently required to sit, speak, and hear. The employee occasionally is required to stand, walk, handle, or operate objects, controls or tools listed above; reach with hands and arms, climb or balance, stop, run, kneel, crouch, crawl, taste, and smell.

The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties of this job. The employee frequently

works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually moderate.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and background investigation, psychological examination; polygraph exam or other job-related tests may be required and successful completion of a physical exam.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.