



JOB ANNOUNCEMENT
Dillingham, Alaska
Department of Public Safety

Open Date: 4- 17-2023
Close Date: Open Until Filled
POSITION: Chief of Police
SALARY: Non-Union, Exempt, Regular \$84,968 - \$90,168 DOE

The City of Dillingham is accepting applications for the position of Chief of Police in the Public Safety Department. Dillingham is a multicultural community of approximately 2,249 full-time residents and is a regional hub of the Bristol Bay salmon fishing district, supporting the world's largest runs of the wild sockeye salmon.

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary.

GENERAL DESCRIPTION:

Under general administrative direction and supervision of the City Manager, serves as the principal executive officer of the City of Dillingham's Department of Public Safety (Police Department) and is responsible for budgeting, planning, organizing, and management of the department. The Chief directly oversees the daily operations of the Corrections Division, Dispatch Division, Administration, DMV, Animal Control, and Police Command Staff. The Chief oversees the hiring process and other personnel matters for the department, in coordination with Human Resources. The Chief will assist in The Emergency Management Services and may be called upon to manage and direct the activities of various agencies involved in emergency mitigation, preparedness, response, and recovery. The Chief represents the department at Council meetings, meetings with other city officials, civic, agency, and business organizations, and federal and state law enforcement agencies.

KNOWLEDGE, SKILLS & ABILITIES:

The successful candidate will have a demonstrated job history that includes the following:

- Demonstrated knowledge of the principles and practices of professional law enforcement, including investigation, identification, patrol management and development, traffic enforcement, records management, report preparation, and custody of persons and property.
- Knowledge of the principles and practices of police/law enforcement administration and management, including budgeting, fiscal control, program planning and development, and strategic planning.
- Knowledge of the principles and practices of employment supervision including employee development, training, performance evaluation and progressive discipline.
- Knowledge of police operations, principles and practices, including but not limited to investigation, surveillance, intelligence, court procedures, community/public relations, media relations, community policing/problem solving, and crime prevention.



- Knowledge of the principles and practices of all aspects of emergency management and emergency management coordination.
- Knowledge of the equipment and technology used in the provision of public safety services including weapons, communications, computers, and vehicles.
- Experience in Public speaking and professional networking.
- Demonstrated skill in leading and motivating others.
- Skill in working effectively and constructively with the media.
- Skill in establishing and maintaining effective working relationships with City of Dillingham officials and staff, City Departments including the Fire Department, Dock and Harbor Departments, other law enforcement and regulatory agencies, local agencies, and the public.
- Skill in understanding and interpreting complex statutes, ordinances, regulations, and standards.
- Skill in reviewing and evaluating the work of subordinate staff to ensure that high operational and service standards are met and maintained.
- Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
- Ability to develop and maintain collaborative relationships with diverse groups of peoples.
- Demonstrated skill in preparing detailed reports documenting the facts and actions regarding civil and criminal incidents.
- Ability to work under pressure to manage simultaneous tasks and projects and to meet multiple deadlines.
- Skill in conducting investigations of criminal activities or allegations of administrative misconduct.
- Demonstrated skill in evaluating operations and programs to determine if they meet community needs.
- Ability to maintain confidentiality.
- Ability to use a personal computer, including word processing, spreadsheet, and database software, operate a City automobile, cellular phone, VHF radio. Familiarity with multi-line phone system and LAN preferred.

EDUCATION & EXPERIENCE:

- Minimum of ten years of professional law enforcement experience, including a minimum of five years of command level experience as a commissioned officer in a similar size department. At least three years of this experience must have been at the lieutenant level or higher and must have included responsibility for management of patrol and investigation functions. Public Safety Director or Police Chief experience preferred.
- Possess Alaska Police Standards Council advanced level certificate the first year of service.
- Minimum of three years of experience in the operation of small jails or contract jails, emergency management, and communications.
- Alaskan law enforcement experience preferred.
- Successful completion of FBI National Academy or Southern Police Institute preferred.
- Any combination of experience and/or education which provides the required expertise will be evaluated on an individual basis. Bachelor's degree in Criminal Justice, Public Administration, Business Administration, Law Enforcement, Police Science or related field required. Advanced degree preferred.



LICENSES & SPECIAL REQUIREMENTS:

- Must be at least 21 years of age.
- Possess Alaska Police Standards Council advanced level certificate the first year of service.
- Must have, or be able to obtain, an Alaska Driver's License within 90 days of employment.
- Ability to pass all required pre-employment testing including but not limited to Criminal background and History, drug testing.
- Must be eligible to work in the US; requirements by Federal Law if hired must complete employment eligibility verification form (I-9).
- Psychological testing, evaluation of writing samples, and other job-related tests may be required.

BENEFITS & SALARY:

- PERS Retirement 8% contribution from the employee, City of Dillingham Contribute 5%.
- Health Insurance paid 100% for full-time, regular employees and a small fee for additional family members.
- Life Insurance 1.5 times annual income provided by the City at no cost to the employee.
- 13 paid Holidays, including your Birthday.
- Personal and Sick leave accrued monthly.
- Supplemental Insurance provided by AFLAC and 457 Deferred Compensation Retirement Plan provided by MissionSquare (ICMA).
- Salary: \$84,968 - \$90,168 DOE.

TO APPLY:

You must submit a City of Dillingham Application, Resume, cover letter and two (2) Writing Samples (limited to two pages each). All necessary forms are available at City Hall, Administration Dept., 907-842-5148, or at www.dillinghamak.us/hr/page/employment-applications. Return completed forms to the City of Dillingham by email assistant@dillinghamak.us or fax 907-842-2060

THE CITY OF DILLINGHAM IS AN EQUAL OPPORTUNITY EMPLOYER