



City of Whittier
Gateway to the Western Prince William Sound
P.O. Box 608, Whittier, Alaska 99693
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PUBLIC SAFETY DIRECTOR (POLICE CHIEF)

Posting Date: 01/12/2026

Closing Date: 01/26/2026

Position Title: Public Safety Director (Police Chief)
Department: Administration
Supervisor: City Manager
Classification: Exempt, Salaried
Pay Range: \$92,238 - \$112,116, DOE

POSITION SUMMARY: Under general supervision from the City Manager, the incumbent serves as the Director of Public Safety (DPS) overseeing the Police, EMS, and Fire Divisions. The incumbent also works patrol and is responsible for enforcing laws and statutes; rendering emergency assistance to the public; patrolling all areas of Whittier; performing crime and accident prevention duties; apprehending criminals; serving arrest warrants; issuing citations for violations of city ordinances and state statutes; investigating accidents and crimes; and identifying and recovering stolen property. Complying with all police contracts.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Represents DPS at City Council meetings.
- Prepares and administers DPS budget.
- Maintains records management and criminal database query software and programs including in car mobile data computers.
- Applies for and administers DPS grants.
- Prepares activity reports for local, state and government entities.
- Plans and conducts training for DPS.
- Plans and responds to emergency calls for Police, Fire and EMS services.
- Responds to calls for service and assistance, and enforce local, state, and federal law.
- Effects lawful arrests of suspected criminals by taking them into physical custody, conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed during assigned activities.
- Completes written reports, conducts interviews, and testifies at court proceedings.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- State and city laws and their enforcement
- Investigation and law enforcement methods
- Laws governing and prescribing the powers and authorities of a law enforcement officer
- Learn criminal justice procedures
- Ability to operate equipment used in law enforcement

- Ability to maintain confidentiality and security
- Problem solving ability, use of common sense, and the ability to quickly analyze situations and respond accordingly as necessary
- Establish and maintain productive working relationships with various people and organizations
- Excellent written and oral communication skills
- Ability to follow complex written and oral instructions
- Ability to work under pressure and maintain professionalism
- Manage simultaneous tasks and projects
- Meet multiple deadlines

MINIMUM QUALIFICATIONS

Education and Experience:

- Highschool diploma or GED required. A degree in Public Administration, Criminal Justice or a closely related field is highly desirable.
- Graduation from FBI-NAA, Northwestern or Southern Police Institute Administrative Office Course is highly desirable.
- At least three years in a command or supervisory position required.

Licenses and Special Requirements:

- Must be 21 years of age
- Must meet Alaska Police Standards Council standards for certification as a police officer
- No longer than a 12-month break in service from last police officer position to time of appointment
- Graduation from a police academy and police officer certification is required
- Out-of-state applicants must be able to receive a waiver from the Alaska Police Standards Council
- Valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle
- Employees are required to carry and be proficient with a firearm
- As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work
- Subject to criminal history background check and physical showing acceptable results prior to offer of employment
- Interview process may consist of a written test, oral board interview, physical fitness test, polygraph, and psychological test
- Must present work authorization identification within three days of hire (INS requirement)

Physical Requirements:

- This position involves high-risk situations inherent to law enforcement, including potential exposure to hazardous environments and physical confrontations.
- Requires physical activities such as prolonged standing, walking, climbing, and lifting up to 50 pounds.
- May require periods of running or heavy lifting to apprehend suspects or assist victims.
- Must be able to perform duties in various weather conditions.
- Reasonable accommodations will be made in accordance with the Americans with Disabilities Act (ADA).

To Apply:

Email your resume, authorization to release information form, a cover letter, three professional references and F-3 Form to HR@whittieralaska.gov

THE CITY OF WHITTIER IS AN EQUAL OPPORTUNITY EMPLOYER AND A DRUG FREE WORKPLACE.

The above job description is to be used as a guide for accomplishing organizational and department objectives, and only covers the primary functions and responsibilities of the position. It is in no way to be construed as an all-encompassing list of duties.