



City of Cordova

A L A S K A

POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, FULL-TIME:

POLICE CHIEF

- CLASSIFICATION:** FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL
- STARTING SALARY:** \$71,094 - \$88,198 ANNUALLY, DOE
- HOURS:** VARIABLE, INCLUDES NIGHTS, HOLIDAYS AND WEEKENDS
- BENEFITS:** RELOCATION ASSISTANCE, SIGNING BONUS FOR CERTIFIED OFFICERS, ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS
- POSITION SUMMARY:** Manages the daily operations of the Cordova Police Department to include law enforcement, dispatch, contract jail facility, DMV, and animal control and civil defense preparations.
- QUALIFICATIONS:** Must meet Alaska Police Standards Council basic standards for police officers (13AAC 85.010) and police chiefs (AS 18.65.240, 280)
Minimum 5 years in law enforcement, with three years in supervisory role required, at the rank of sergeant or above.
Graduate of an equivalent reciprocal basic police officer academy (13AAC 85.060(a-c) – Waiver and reciprocity).
Possess an Advanced Certificate from the Alaska Police Standards Council, or ability to obtain one within 14 months. (Out of state certified officers must attend a recertification academy in Alaska)
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DUTIES:

- Manages Police Department and State contracted community jail facility.
- Enforces City, State, and Federal laws.
- Conducts crime prevention programs and investigations as necessary.
- Supervises, manages, and evaluates department personnel to include CSO (Community Service Officer), police officers, D.A.R.E. Officer, communications specialists/dispatchers, and other administrative staff. Is responsible for recruitment, training, and discipline of department personnel.
- Maintains all department records, including agency criminal and non-criminal records in accordance with city, state, and federal records retention policies.
- Participates in public relations efforts such as assisting with community events, parades, and activities.
- Develops and administers community service programs and public relations efforts.
- Develops annual departmental budget. Monitors and authorizes department expenditures in accordance with approved budget.
- Stays current with professional Public Safety practices, best practices, and procedures. Ensures departmental personnel understanding and compliance with same.
- Makes recommendations to the City Council regarding changes in Municipal ordinances.
- Represents the City in matters regarding law enforcement. Makes public presentations, provides testimony, and regularly interfaces with the public.
- Coordinates law enforcement activities with State and Federal agencies as requested.



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WORKING CONDITIONS: Non-traditional work hours are occasionally required, to include evenings, weekends, holidays and shift work. Work is occasionally performed outdoors, often in inclement weather, in conditions that subject the employee to potential personal danger. Employee may be exposed to verbal and physical abuse by suspects or other individuals in antagonistic situations. Daily work is accomplished in a general office setting. This position is a working chief and is expected to work occasional shifts as staffing needs require.

PHYSICAL DEMANDS: Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with others. Sufficient vision, with or without reasonable accommodation, which permits the employee to identify criminal activity. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate police equipment and detain criminals or assist individuals in need, to include the ability to lift, drag, or otherwise move incapacitated individuals. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to perform duties that may include running, climbing, jumping over or crawling under obstacles. Periodic examinations of physical agility may be required.

LEGAL REQUIREMENTS:

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

Must possess and maintain a valid Alaska driver's license.

Police certifications and security clearances must be maintained for the duration of employment.

Applications and full Job Description, which includes necessary knowledge, skills, abilities and working conditions, available at City Hall, 424-6200. Interested individuals should submit a City of Cordova application to humanresources@cityofcordova.net. Applications accepted until position filled.

City of Cordova Position Job Description

Police Chief

DEPARTMENT: PUBLIC SAFETY

SUPERVISOR: CITY MANAGER

CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL

SUMMARY

The Police Chief manages the daily operations of the Cordova Police Department to include law enforcement, jail facility, and animal control and civil defense preparations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages Police Department and State contracted jail facility.
- Enforces City, State, and Federal laws.
- Conducts crime prevention programs and investigations as necessary.
- Serves as Civil Defense Director in times of public emergency.
- Supervises department personnel to include CSO officer, police officers, D.A.R.E. Officer, communications specialists/dispatchers, and other administrative staff. Is responsible for recruitment, training, and discipline of department personnel.
- Maintains all criminal and non-criminal records.
- Develops and administers community service programs and public relations efforts.
- Develops annual departmental budget. Monitors and authorizes department expenditures in accordance with approved budget.
- Stays current with standard Public Safety practices and procedures. Trains staff appropriately.
- Makes recommendations to the City Council regarding changes in Municipal ordinances.
- Represents the City in matters regarding law enforcement. Makes public presentations, provides testimony, and interfaces with the general public on a regular basis.
- Coordinates law enforcement activities with State and Federal agencies.

OTHER RESPONSIBILITIES

- Researches and solicits grant funds for Public Safety programs.
- Public presentations for local school programs.
- Briefs City Manager weekly on enforcement activities.
- Supervises DMV Office.
- Complete all necessary training.

MINIMUM QUALIFICATIONS

- A. Minimum 5 years in law enforcement, with three years in supervisory role required, preferably at the rank of sergeant or above.
- B. Graduate of an accredited Police Academy.

- C. Possess an Advanced Certificate from the Alaska Police Standards Council, or ability to obtain one within 14 months. (Out of state certified officers must attend a recertification academy in Alaska)

PREFERRED QUALIFICATIONS

- A. Bachelor's degree preferred.
- B. Completion of advanced management and supervisory training preferred.

NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- A. Strong verbal, written, analytical, and interpersonal skills required.
- B. Skill in establishing and maintaining productive working relationships.
- C. Ability to effectively communicate and interact with public and governmental agencies.
- D. Ability to make decisions to resolve problems.
- E. Ability to interpret and enforce State statute and Municipal ordinances.
- F. Working knowledge of applicable laws of arrest, search, and seizure.
- G. Working knowledge of rules of evidence, collection and preservation of evidence, courtroom procedures, accident reconstruction, public safety policies and procedures, and legal liabilities.
- H. Working knowledge of police equipment, including vehicles, speed radar units, communications units, body armor, handcuffs, firearms, batons, medical kits, road flares and other related equipment.
- I. Demonstrated ability interpreting and applying motor vehicle codes and criminal laws.
- J. Demonstrated problem-solving, and verbal and written communication skills.
- K. Ability to proficiently use assigned firearms and equipment.
- L. Ability to perform basic first aid.
- M. Ability to handle sensitive and/or stressful situations with tact and discretion; ability to manage the public with a calm demeanor; ability to maintain confidentiality.
- N. Ability to work in situations involving confusion and potential danger to oneself or other.
- O. Ability to make quick decisions to secure the safety of all individuals involved in a situation.
- P. Ability to use good judgement regarding the use of force.
- Q. Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- R. Ability to understand and follow written/oral policies, procedures, and instructions; ability to carry out orders with precision and speed.
- S. Ability to interpret and apply pertinent laws and regulations as they relate to public safety.
- T. Ability to organize, prioritize workflow, supervise work of others.
- U. Ability to use logic and creative thought processes to develop solutions.
- V. Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects.
- W. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- X. Demonstrated integrity, ingenuity and inventiveness in the conduct of assigned tasks.
- Y. Must be in good physical condition.

REQUIRED TECHNICAL SKILLS

Knowledge of computers and electronic data processing and transmission; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

LEGAL REQUIREMENTS

As a condition of employment, this position is subject to a background check (criminal history, verification of education and employment history).

Must possess and maintain a valid Alaska driver's license in good standing.

All required police certifications and security clearances must be maintained for the duration of employment.

WORKING CONDITIONS

Non-traditional work hours are required, to include evenings, weekends, holidays and shift work. Most work is performed outdoors, often in inclement weather, in conditions that subject the employee to potential personal danger. Employee may be exposed to verbal and physical abuse by suspects or other individuals in antagonistic situations. Some work is accomplished in a general office setting.

PHYSICAL DEMANDS OF POSITION

Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other individuals. Sufficient vision, with or without reasonable accommodation, which permits the employee to identify criminal activity. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate police equipment and detain criminals or assist individuals in need, to include the ability to lift, drag, or otherwise move incapacitated individuals. Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to patrol assigned areas, to include running, climbing, jumping over or crawling under obstacles. Periodic examinations of physical agility may be required.

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

