



CITY OF CORDOVA  
**POLICE DEPARTMENT**  
610 RAILROAD AVE CORDOVA, AK 99574 PHONE: (907) 424-6100

## City of Cordova Position Job Description

### Police Chief

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DEPARTMENT: PUBLIC SAFETY

SUPERVISOR: CITY MANAGER

CLASSIFICATION: FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL

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#### SUMMARY

The Police Chief manages and oversees the daily operations and succession planning of the Cordova Police Department to include law enforcement, dispatch, contract jail facility, DMV, and animal control. The Police Chief plays a crucial role in the direct supervision of the Public Safety Sergeant, Communications Clerk Leader, and all other Law Enforcement Staff.

#### GENERAL STATEMENT OF DUTIES

Responsible for the direct oversee of all staff, including ensuring the enforcement and compliance of Local, State, and Federal law, scheduling, training, mentoring, and personnel. This position is also involved with the oversee of field patrol, crime prevention, investigations, community relations, and all related services and activities.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- 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 CJIS records retention policies according to current best practices.
- Participates in public relations efforts such as assisting with community events, parades, and activities.



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- Develops annual departmental budget based on balance of contemporary best practices and department needs. 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 local law enforcement activities with State and Federal agencies as requested.
- Responsible for all advertising and hiring efforts for the agency outside of regularly advertised open positions through City of Cordova website.

## OTHER RESPONSIBILITIES

- Researches and solicits grant funds for Public Safety programs.
- Public presentations for local school programs.
- Work closely with the City Manager on Department-related issues and maintain contact with other Department Heads for better Inter-Departmental efficiency.
- Participate in training and implementation of ICS (Incident Command System).
- Be present at Regular City Council Meetings for Inter-Departmental continuity.

## MINIMUM QUALIFICATIONS

- Must meet Alaska Police Standards Council basic standards for police officers (13AAC 85.010).
- 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 and maintain an Intermediate Certificate from the Alaska Police Standards Council, or ability to obtain one within 14 months of hire. (Out-of-state certified officers must attend a recertification academy in Alaska.)

## PREFERRED QUALIFICATIONS

- Bachelor's degree preferred.
- Possess and maintain an Advanced Certificate from the Alaska Police Standards Council.

## NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)

- Extensive knowledge of the principles and practices of police administration and management, policy development, regulatory interpretation, human resources, and risk management, labor and employee relations, and community relations is required.



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- B. Strong verbal, written, analytical, and interpersonal skills to establish and maintain a productive working relationship within the department, with all city employees, the public, and other governmental agencies.
- C. Ability to make decisions that positively resolve problems.
- D. Ability to interpret and fairly / equitably enforce State statutes and Municipal ordinances.
- E. Extensive knowledge of applicable laws of arrest, search and seizure, rules of evidence, collection and preservation of evidence, courtroom procedures, recognized public safety best practices, policies, and procedures, and legalities associated with the position.
- F. Ability to proficiently use assigned firearms and other department issued equipment.
- G. 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.
- H. Ability to make quick decisions and exercise sound judgment.
- I. Ability to prepare and present accurate and reliable reports that may include recommendations when requested.
- J. Ability to organize, prioritize workflow, supervise work of others.
- K. Ability to maintain and promote a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- L. Knowledge of labor relations and experience with collective bargaining agreements.

## 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 pre-employment substance abuse testing and 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.

## 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.



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## PHYSICAL DEMANDS OF POSITION

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.

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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.