



City of Buckley

P.O. Box 1960 ♦ Buckley, WA 98321 ♦ (360) 829-1921 ext. 200

JOB DESCRIPTION

JOB TITLE: Police Chief

EXEMPT: Yes

JOB CODE:

SALARY LEVEL: Exempt Salary Scale

REPORTS TO: City Administrator/Mayor

DEPT: Law Enforcement

REVISED DATE: 7/28/2020

SUMMARY: This is a highly responsible FLSA exempt management position. The person in this position is responsible for the overall vision, administration and management of all activities of the Police Department to ensure protection of citizen's life and property, including public peace and safety, enforcement of criminal laws, and the prevention of crime.

Considerable and frequent contact is maintained with the Executive Department, City Council, and other department directors as well as representatives of local, state and federal governments and agencies, and the general public. This position is appointed by the Mayor and is subject to confirmation by the City Council.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Plans, directs and coordinates comprehensive law enforcement services for the city and provides strong and creative leadership and vision to the department and staff. Develops, supports and models a positive and productive workplace culture based on city core values. Provides leadership during critical incidents or crisis events. Develops and implements internal policies, procedures, schedules and other operating practices, rules and regulations consistent with City-wide policies and ordinances.
- Directs the development of training programs, selection of personnel for training, and establishment and maintenance of standards.
- Supervises maintenance of records regarding arrests, investigations and other police matters.
- Assures proper maintenance and availability of equipment, apparatus, buildings and other facilities.
- Directs the preparation of annual or special equipment and operating budgets and assures that expenditures are controlled within budget appropriations.
- Assures that rules, regulations, labor agreements, etc. are administered consistently, uniformly, and in such a way that maximum management rights are retained and that precedents are not established which set long range adverse effects.

- Develops and maintains a climate in which morale, motivation, human relationships, and individual effectiveness can flourish best.
- Plans and conducts police services promotional activities through civic, school, business and organizational groups.
- Maintains an active public relations program to help guide public thinking into proper channels for public peace and safety, including traffic safety programs. Promotes police services and indirectly creates a public demand for desirable police services.
- Serves as a member of senior management team on task forces and committees participating in the city's strategic planning efforts, and addressing city-wide policy and management issues; prepares and updates short- and long-range strategic plans to ensure the department meets the policing needs of the community in alignment with city goals.
- Represents the Police Department and develops connections with other law enforcement and security agencies to ensure coordinated, concerted police services, improvements in law enforcement, public education, and public relations.
- Works with other city departments and the general public to resolve sensitive or controversial issues; represents the department to the media, citizens, and other government officials on matters of departmental concern.
- Directs the establishment and maintenance of effective and efficient departmental work policies, systems and procedures, consistent with city policies relating to personnel, budgeting and accounting, procurement, contract management and other administrative matters; participates in labor contract negotiations and responds to grievances as required.
- Attends conferences, conventions, seminars, workshops and related meetings to keep abreast of modern police department methods, techniques and administration. Upgrades departmental training programs as appropriate.
- Attends City Council meetings and other evening meetings as required.
- Regularly and continually works overtime as required.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Directly supervises, or directs work through subordinate supervisors, the entire Police Department personnel, including the Patrol, and Records. Manages and administers various operating contracts including, but not limited to jail, dispatching. Carries out supervisory responsibilities in accordance with City policies and all applicable laws. Responsibilities include interviewing, hiring, guidance and training, disciplinary actions, promotional decisions, addressing complaints and resolving problems.

QUALIFICATION REQUIREMENTS: A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Ten years of experience as a sworn officer.
- Five years of experience in a management command position.
- Bachelor of Arts degree in criminal justice, police science, public administration or a related field.
- Master's degree preferred.

- Extensive experience as a senior law enforcement manager may be substituted for education.
- Knowledge of the principles and practices of municipal police operations, including detention facilities, and communications centers.
- Ability to provide strategic leadership to the department, elected officials and senior management.
- Must possess, or have the ability to obtain, certification as a Police Officer in Washington State.
- Management level certificate from a state certified police training academy.
- Must maintain Washington State Police Officer Certification as mandated by Washington State law.
- Must possess, or have the ability to possess within one month of hire date, a Washington State driver's license.

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 this job, the employee is regularly required to walk, stand, stoop, or sit at a desk. The employee must occasionally exert or lift objects weighing 25 pounds or more. Successful performance requires specific vision abilities that include close vision.

WORK ENVIRONMENT: The work environment conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most work is typically performed in an office environment with occasional work performed on patrol in a vehicle or outdoors regardless of the weather conditions.

The City of Buckley is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard, to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non-job related medical condition or disability.



Paul Weed, City Administrator

7-28-2020

Date