



CITY OF IDAHO FALLS
invites applications for the position of:
Police Assistant Chief

*The City of Idaho Falls is an Equal Opportunity Employer.
Preference will be given to qualified veterans.*

SALARY: \$40.29 - \$56.18 Hourly
\$3,223.20 - \$4,494.40 Biweekly
\$83,803.20 - \$116,854.40 Annually

OPENING DATE: 11/22/16

CLOSING DATE: Continuous

GENERAL PURPOSE:

The City of Idaho Falls is accepting applications for an Assistant Chief for the Idaho Falls Police Department. This position performs a variety of **professional, administrative and managerial** duties related to planning, organizing, directing, and coordinating the enforcement of state and local laws as needed to preserve the peace and protect citizen rights and property as assigned by the Chief of Police. Manages police operations and community relations.

ESSENTIAL FUNCTIONS:

Represents the Department at community and business meetings to promote the Department's mission and goals, in order to foster and cultivate mutual trust between the community and department. Keeps police chief informed of all operational activities.

Plans, organizes and directs work of the department using initiative and judgment. Develops and implements long range community policing goals, policies and work place policies.

Distinguished from Captain by the greater complexity of the chief of staff role and the long range planning involved. Under general direction of the Chief, exercises supervision over sworn officers, managers and civilian employees.

Serves as primary advisor to the police chief; formulates policy and procedure recommendations for approval; may act as in incident commander during highly sensitive situations; acts as a liaison between the department and various local, state and federal agencies; in the absence of the police chief, may assume command of the department and ensure effective and efficient day-to-day operations.

Conducts business of Police Department in absence of Police Chief; carries out orders and directives given to specialty units; receives and evaluates personnel performance to insure adherence to policies, standards, and procedures; directs in-service training to all personnel to update and upgrade personnel knowledge, skills, and abilities.

Organizes and directs department staff by promoting, training and evaluating department staff; reviews investigative and supplemental reports and makes final recommendations to the Chief.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; prepares annual budget requests including recommendations; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.

Provides leadership and direction in the development of short and long-range plans; gathers, interprets, and prepares data for studies reports and recommendations; coordinates department activities with other departments and agencies as needed.

Communicates official plans, policies and procedures to staff and the general public.

Provides executive leadership to and assumes administrative control of all persons employed. Directs preparation of records and reports, reviews and evaluates reports submitted by subordinate personnel. Represents department at meetings, conferences and other public functions. Identifies and resolves difficult public and human relations problems.

Typical duties may include:

- Develops and implements goals, objectives, policies and procedures. Assists in developing the department's budget and provides administrative control of budget expenditures. Reviews and directs fiscal, equipment and human resources.
- Evaluates and modifies as needed programs, activities, policies procedures, rules, order and regulations to ensure compliance with City and Department mission, goals and objective as well as general law.
- Designs, coordinates and implements community outreach, organization and mobilization efforts to achieve department mission and goals. Integrates fully with community.
- Develops contemporary and technical methods of crime prevention, law enforcement and related functions. Makes recommendations for improvement.
- Assists in the evaluation process of potential candidates for hire and for promotion to all ranks and positions as needed. Interviews candidates and makes recommendations to the police chief. Reviews reports of staff misconduct and recommends disciplinary action to the chief.
- Effectively deals with performance and personnel problems; keeps abreast of laws, rules and trends affecting law enforcement.
- Coordinates relations and activities with other agencies, the public, legal advisors, media, community and civic groups and other stakeholders. Forms partnerships with the community. Works to ensure customer satisfaction with delivered services.
- May function as Public Information Officer and/or handle emergency communication involving crisis or unforeseen circumstances which may include writing, editing and public speaking.
- Experience in Project Management and police facility design, construction and management including the acquisition of real property, knowledge of design phases and management of construction project.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

- A. Graduation from an accredited university with a Bachelor's degree; AND
- B. Eight (8) years of progressively responsible managerial and administrative work experience as a sworn law enforcement manager including a minimum of four (4) years at management level of division commander or higher;

2. Knowledge, Skills and Abilities:

Thorough knowledge of modern law enforcement principles, procedures, techniques, and equipment; thorough knowledge of applicable laws and ordinances in Department Rules and Regulations; thorough knowledge of administrative methods and procedures; considerable knowledge of principles and techniques of supervision; considerable knowledge of interpersonal communication skills and public relations and knowledge of training concepts/issues/needs. Knowledge of federal, state and local laws, ordinances and regulations. Familiarity with technology and equipment used in law enforcement.

Thorough knowledge of incident command principles and crime scene management involving life and death situations; such as, homeland security, hazardous materials, hostage situations, armed robberies and other SWAT responses. Knowledge and demonstrated competence in principles of organization, administration, supervision and personnel development.

Skills in the proper use and care of firearms and other Police equipment. Skill in use of computers and related applications. Skill in development, implementation and monitoring of

municipal budgets.

Ability to supervise and coordinate the activities of a large complex organization; ability to exercise sound judgment in evaluating situations in making decisions in emergency situations; ability to ensure compliance and follow safety practices and procedures common to law enforcement work; ability to communicate effectively, verbally and in writing; ability to establish and maintain effective working relationships with elected and appointed officials, other law enforcement agencies, service and community organizations, private businesses and the public. Ability to lead. Ability to provide clear, concise and comprehensive reports and communicate effectively before and with department staff, civic organizations, commissions, elected officials, legislators and the general public. Understanding of police administration, organizational culture and operations as well as fiscal and human resources management.

3. Special Qualifications:

Must possess and maintain a valid Idaho class "D" driver's license OR obtain and maintain a valid Idaho class "D" driver's license within six (6) months of hire.

Must be Idaho P.O.S.T. (Peace Officer's Standards & Training) certified professional peace officer within one (1) year of hire.

Completion of advanced management training; Command College, FBI National Academy or comparable law enforcement executive training is desired.

Must have successfully completed an additional 40 hours of training in police management, budget, personnel or administrative functions.

POST Management Certificate is preferable.

WORK ENVIRONMENT:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Regular travel required in course of performing portions of job functions.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.idahofallsidaho.gov/>

Job # 2016-1122
POLICE ASSISTANT CHIEF
EH

OUR OFFICE IS LOCATED AT:
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208-612-8106
ifpersonnel@idahofallsidaho.gov

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Police Assistant Chief Supplemental Questionnaire

* 1. What best describes your level of education?

- ☐ Some High School
- ☐ High School Diploma or GED
- ☐ Some College/Vocational Training
- ☐ Associate's Degree

- ☐ Bachelor's Degree
- ☐ Master's Degree or Higher

- * 2. A Bachelor's degree is required for this position. Briefly list your degree(s) and the university/college where it was obtained. Make sure that your education is also documented in the Education section of the application.
- * 3. Select the option that best describes your years of progressively responsible managerial and administrative work experience as a sworn law enforcement manager. Make sure your answer is supported in the Employment History section of the job application.
 - ☐ None
 - ☐ 1-23 Months
 - ☐ 2-3 Years
 - ☐ 4-5 Years
 - ☐ 6-7 Years
 - ☐ 8-9 Years
 - ☐ 10 Years or More
- * 4. Select the option that best describes your years of work experience at a management level of division commander or higher. Make sure your answer is supported in the Employment History section of the job application.
 - ☐ None
 - ☐ 1-23 Months
 - ☐ 2-3 Years
 - ☐ 4-5 Years
 - ☐ 6-7 Years
 - ☐ 8-9 Years
 - ☐ 10 Years or More
- * 5. This position requires advanced management training. Please select one or more training types you have received.
 - ☐ Advanced Management Training
 - ☐ Command College
 - ☐ FBI National Academy
 - ☐ Other
- 6. If you selected Other as your advanced management training choice or if you have additional advanced management training that is relevant, please describe the training you received below.

* Required Question