

City of Bandon

JOB DESCRIPTION



JOB TITLE: POLICE CHIEF
DEPARTMENT: POLICE
POSITION: FULL TIME, PERMANENT
REPORTS TO: CITY MANAGER

SUMMARY

The City of Bandon is seeking its next Police Chief. Situated on the Southern Oregon Coast, Bandon provides a very high quality of life. Besides being very scenic, the Bandon area offers ample recreation opportunities. From world-class golf at Bandon Dunes to world-class fishing on south coast rivers; Bandon is a great place to live, work and play.

Our small community is very supportive of our local Police Department. Law enforcement consistently ranks at the top of community priorities in surveys.

Bandon's Police Department has 6 sworn officers, plus an administrative clerk and a part-time code enforcement officer. We are seeking a "working chief" who participates in patrol and other activities.

JOB DESCRIPTION

This position reports to the City Manager and is a member of the management team that provides leadership to the overall operation of the City. This position provides leadership while working within a team environment. This position manages the Police Department providing patrol and emergency response, crime prevention and investigation, code enforcement, community education, records and information maintenance, and other related police functions.

SALARY RANGE

\$82,000 to 107,000 depending on experience and qualifications

EXAMPLES OF DUTIES

- Contributes to a positive work environment.
- Maintains a positive relationship with fellow employees and with persons outside the City organization.
- Exercises leadership to provide responsive and effective police services that are consistent with the City's goals and policies and meet the expectations of the community.
- Coordinates activities and projects with other departments, governmental agencies, the schools, City Council and the community to ensure open and responsive communications and appropriate service.
- Oversees preparation and administration of the department budget. Accountable for budget decisions and overall budget performance.

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- Develops contacts with community members, other governmental and law enforcement agencies as appropriate to evaluate, plan, monitor and improve service delivery.
- Develops personnel through recruitment, selection and hiring; performance planning; management and appraisal; coaching; counseling; training and appropriate use of the progressive disciplinary system.
- Creates, develops and maintains an environment that reflects respect for individuals, encourages innovation, creativity and professionalism and leads to effective delivery of services to the community.

MINIMUM QUALIFICATIONS

EDUCATION

- Associates Degree and a minimum of three (3) years in a managerial level position required. Any satisfactory equivalent combination of experience and training as determined by the hiring authority may be substituted for the above.
- Must obtain DPSST certification within one (1) year of appointment.
- Must obtain DPSST management certification within two (2) years of appointment.

TRAINING

- Requires demonstrated management expertise including planning, budgeting and personnel administration and leadership ability. Requires ability to present technical and persuasive oral and written communications. Must possess demonstrated interpersonal skills. Must be able to perform under highly stressful conditions.
- Must possess a valid Oregon Driver's license at the time of appointment.

SUPERVISION

- Received: Work is performed highly independently under the supervision of the City Manager given broad policies and assigned activities. Work is reviewed for effectiveness, results obtained and conformance with established rules, regulations, ordinances and laws.
- Exercised: Leads the employees of the Police Department. Has full responsibility for appraising performance, adjusting pay, counseling, coaching and assigning work often through the delegation of authority to supervisory staff

COMMUNICATION

- Must maintain cooperative working relationship with outside agencies including other police agencies as well as the Oregon Chiefs and Sheriffs Associations. These communications are extensive and often of a confidential and sensitive nature.
- Has extensive communications with other City Departments. Communication is frequent and sometimes complex and occasionally involves confidential and sensitive information.
- Contacts with City residents are frequent.

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COGNITIVE FUNCTIONS

- There are extensive written policies, procedures, and guidelines governing work, which includes federal, state and city laws, ordinances, resolutions, and rules and regulations. The City Charter, Municipal Code, personnel resolution, and union contracts provide the parameters for decision-making.
- Developing new policies, procedures, systems and methodologies. The work frequently requires creativity and innovation and involves solving difficult problems where precedent is not available.
- Consequences of errors could result in a lawsuit related to improper police procedures or personnel related matters.
- Decisions most often made in the course of work include those related to proper police and personnel procedures, budget development and the proper purchasing and expending of budgeted items.

WORKING CONDITIONS

- Hazards or other disagreeable conditions may be part of the job when serious emergencies require the presence of the Police Chief in the field. May on occasion be required to fill in for officers when personnel shortages occur.
- Maintains a regular work schedule but serves as a “working chief” subject to responding to emergent situations. May be required to attend City Council meetings as well as other special meetings and training sessions that occur in the evenings and on weekends.

RESOURCE ACCOUNTABILITY

- Administers a 1.5 million dollar budget and manages Department equipment of a similar value. Is responsible to the City Manager for ensuring that expenditures are within the established budget.
- Has extensive influence over the maintenance of considerable confidential and sensitive police information data.

SUPPLEMENTAL INFORMATION

The City of Bandon is committed to maintaining a safe and healthy workplace. Some positions require per-employment drug testing, passing a medical exam and/or a police background check. Job related reference checks will be conducted prior to employment being offered.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY

The City of Bandon is committed to equal employment opportunity as a way to recruit, hire and retain the most qualified employees. Moreover, it is the intent of the City to actively support and comply with local, state and federal law.

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We conform to all laws, statutes and regulations concerning equal employment opportunities and affirmative action. The City strongly encourages women, minorities, individuals with disabilities, and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veterans status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

VETERANS PREFERENCE

The City of Bandon provides qualifying veterans and disabled veterans with preference in employment in accordance with state law. Any candidate wishing to have their qualifying veteran's preference applied to the process must submit a qualifying document (DD 214 or 215) at the time of application, providing proof of eligibility that includes discharge status. Disabled veterans must also submit a copy of their Veteran's disability preference letter from the US Department of Veterans Affairs at the time of the application, unless the information is included in the DD Form 214 or 215.

TO APPLY, PLEASE SUBMIT A COVER LETTER, RESUME AND COMPLETED CITY JOB APPLICATION.

You may apply online at <https://www.cityofbandon.org/jobs> or pick-up an application at City Hall.

This position is open until filled.

First review of applications will be September 20, 2021.

Please call 541-347-2437 if you have any questions.