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The City of Bend Police Department is actively recruiting for one full-time Chief of Police. This opportunity is a Non-Represented, FLSA exempt position and is subject to an Employment Agreement.

[The City of Bend encourages interested applicants to use this link to access the ideal candidate profile for this position.](#)

The Police Chief plans, organizes, directs, and coordinates the activities of the Bend Police Department to protect life and property through enforcement of laws, municipal ordinances, and crime prevention activities. Continuously evaluates operations and trends to assure efficiency and adequacy of service. Ensures that the police force is professional, trained, and disciplined.

This position is considered open until filled; prospective applicants are encouraged to apply early for expedited consideration. Finalists will undergo a competitive examination process, including a public event. References will not be contacted until mutual interest has been established. An offer, contingent on detailed background investigation, will follow. Ideally, the new Chief of Police will join the Department by July 1st, 2020.

**To be considered for this position, applicants must have a complete application that includes all of the following items:**

- The online application via NeoGov (access also available on City of Bend website under Human Resources/Job Openings)
- Attached formal Cover Letter (required)
- Attached formal Resume (required)
- Attached valid Credentials, Certifications and Licensing (if applicable)

Applicants must provide certification that they are a veteran or disabled veteran to receive veteran's preference. For more information click [here](#).

**The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don't just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Act Amendments Act (ADAAA) and the Oregon Pay Equity Act.**

### **Functions, Duties and Responsibilities**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Performs assigned tasks with integrity, ingenuity, and inventiveness.

Plans, organizes, directs and coordinates the activities of the Police Department personnel to preserve order, protect life and property, and enforce the laws and municipal ordinances. This includes all administrative, operating, and technical activities of the department.

Provides a strong sense of direction for the department. Imprints values on members of the organization. Aligns individual efforts and abilities toward organizational goals. Develops and maintains personnel as an effective team.

Prepares department annual budget and controls department expenditures to ensure adequate funding of the department expenses.

Forecasts, plans and implements agency activities. Formulates department strategic plans, policies and procedures that ensure the proper enforcement of laws and ordinances and maximize crime prevention activities. Maintains internal review control.

Establishes and communicates objectives and priorities with all levels within the agency.

Delegates responsibilities appropriately.

Determines the nature of equipment and supplies which will meet the Police Department requirements.

Ensures that all police personnel receive the specialized training required to keep abreast of changes in laws and trends in law enforcement.

Inspects and analyzes crime trends, vice and narcotic conditions, and related problems; determines the appropriate strategies and actions to be taken; designs and executes programs to meet department goals.

Directs all recruiting, selection, promotion, assignment, transfer, discipline and discharge activities within the department. Resolves employee relations problems.

Appraises the performance of the Captains and other direct reports and, in turn, evaluates the quality of reviews conducted of all other departmental personnel.

Researches, plans, and recommends traffic control improvements.

Relates to and communicates department goals and activities to the community.

Establishes and maintains positive working relationships and cooperation with other city departments and other city, county, state, and federal crime prevention organizations.

Maintains current knowledge in latest police procedures and techniques by obtaining information, attending conferences and meetings, and collaborating with other law enforcement or related organizations.

Performs other related duties as required to achieve position objective

## **Knowledge, Skills and Qualifications**

Extensive knowledge of:

- Applicable federal, state, and local laws and ordinances related to law enforcement, employment law, and labor law.
- Public administration concepts, practices, and procedures, including supervision, training, and employee development.
- Principles, practices, and techniques of law enforcement administration, organization, and operation, including crime prevention, juvenile delinquency control, investigation and identification, patrol, traffic control and safety, record keeping, and care and custody of persons and property.

Skill in:

- Planning, coordinating, integrating, and supervising the functions of the entire department and put into effect sound policies and practices.
- Establishing and maintaining effective communication and cooperation of employees, government officials, and the public.
- Communicating effectively, defuse confrontation, and reach cooperative solutions in situations where cooperation may be difficult to achieve.
- Operating personal computers using standard or customized software and equipment specific to law enforcement activities including firearms, vehicles, communications equipment and apparatus.
- Ensuring the protection of life and the maintenance of law and order for all city residents.
- Providing effective leadership, motivation, and supervision to subordinates.
- Communicating effectively with others, both orally and in writing, using both technical and non-technical language.
- Exercising effective interpersonal and listening skills.
- Making timely and appropriate decisions in response to citizen or community issues to establish and maintain positive public relations between the Department and all interested parties.
- Establishing and maintaining cooperative working relationships with others including the City Manager, City Council, representatives of a variety of state, federal, and municipal agencies, and the general public.
- Preparing, analyzing, and presenting comprehensive reports containing findings and recommendations.
- Articulating and promoting the Police Department's strategic positions, including its core values, to a diverse audience.
- Understanding the City's political environment, sensitivities, and function effectively within that environment.
- Using logical and creative thought processes to develop solutions.
- Acquiring and using new skills and knowledge.

#### **Education, Experience, Certifications and Licenses Required:**

Bachelor's degree in public administration, business, administration of justice, or related field; training in police administration; extensive progressively responsible

experience in law enforcement, both in the field and administration, including supervisory and management experience. Must be able to meet the Oregon Department of Public Safety Standards Training (DPSST) medical standards, pass an extensive background check, and possess safe driving record. Master's degree in related field preferred.

Licensing and Certification Requirements:

- Valid drivers license
- Executive or Management Certification from Oregon DPSST or be able to obtain within two years of appointment