

## **CITY OF OAK HARBOR**

### **JOB DESCRIPTION**

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**Job Title:** *Police Chief*  
**Department:** *Police*  
**Reports to:** *Mayor*  
**Status:** *Exempt*

#### **Job Summary:**

The Police Chief is responsible for command leadership, overall management and supervision and premier community services of the Police department including patrol, investigation, crime prevention, administration, emergency services and other related programs. Duties also include capital improvement plans, budgets, regulatory compliance and information systems. In addition the position serves as a member of the City's management team.

#### **Essential Job Functions:**

1. Participate in the City's management team functions, and with the Mayor and City Administrator, develop plans and programs to enhance customer focused community services, major projects, and other initiatives.
2. Attend City Council meetings and provide ongoing communications regarding Police Department management, services and other matters.
3. Direct and administer the activities of the Police Department including command leadership, teambuilding, protection of life and property, regulation of traffic, apprehension and detention of law violators, animal control, parking control, communications, community relations and other related activities.
4. Manage and direct operational and service demands and devise plans and programs to meet these objectives.
5. Direct management of department administrative services including evidence, properties, records system, communications services and information technology functions.
6. Serve as the law enforcement human relations manager for public safety with responsibility for matters such as control and evaluation of: organizational mission, goals and objectives (short and long range), policies, procedures, and regulations, management information systems, and specific public safety programs.
7. Direct and administer the preparation of the annual operating budget and long-range capital improvement programs of the Department.
8. Coordinate City law enforcement activities with other local and regional law enforcement agencies.
9. Direct and be responsible for the department's overall supervision and training. Coordinate with the Civil Service Examiner (human resources manager) and Commission on the selection of Police personnel. Also participate in Police contract negotiations and monitor labor contract compliance.
10. Develop and maintain effective relations with the community; confer with citizens, City Council, City officials, and other law enforcement agencies concerning problems, and make appropriate recommendations. Respond to and resolve difficult and/or sensitive citizen inquiries and complaints using good judgment, tact and courtesy, sometimes in stressful situations.
11. Evaluate efficiency and effectiveness of all department programs and be responsible for public safety programs, budget, management information systems, and related matters. Also be responsible for the annual report.
12. Coordinate and assist other agencies for preparedness planning and emergency disaster response.
13. Interact with Citizens Advisory Board for matters such as citizen's concerns with police services, law enforcement planning, or participate in candidate selection.
14. Confer with the city Attorney on law enforcement related codes and officer training.

#### **Associated Job Functions:**

1. Attend various law enforcement conferences to keep current on new trends in law enforcement.
2. Perform other projects as developed and assigned by Mayor, City Administrator and the Council.
3. May service as a member of the ICOM board of directors.

#### **Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of the theory, principles and practices of managing and delivering police services.

- Knowledge of theory, principles and techniques of command leadership, management, including budgeting, personnel management, project management, risk management, and information systems.
- Knowledge of and ability to manage proactive, forward thinking and strategic program development and administration.
- Knowledge of federal, state and local laws as well as, court rulings.
- Lead and supervise the activities of professional, technical and clerical employees in a manner conducive to effective and efficient team building, work performance and positive morale.
- Excellent communication skills both orally and in writing and the ability to make presentations to a variety of groups and organizations.
- Knowledge of English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to identify and solve complex issues and problems.
- Ability to establish and maintain effective working relationships with City staff, City officials, contractors, developers, other professionals, government agencies and the general public.
- Ability to act quickly and calmly in emergencies as well as, the ability to render prudent and logical decisions.
- Ability to make decisions affecting the command leadership and quality and quantity of police services.
- Ability to use a personal computer with associated software, standard office equipment, cellular telephone, . 2-way radio, pager, firearms, and department vehicles.

**Working Environment and Physical Demands:**

Majority of work is performed indoors in an office environment; however, some work is performed out-of-doors in all types of weather. Physical fitness standards of the department must be maintained due to the nature of the job and the potential for damage to health, life, and property. Duties require manual dexterity, visual acuity, eye-hand coordination and the ability to lift and move objects in excess of 50 pounds as well as occasional work in high places. Work shift is typically during business hours and days, but varying shifts and holidays may be required as well as being subject to call 24-hours per day. Some attendance at evening meetings is required.

**Experience and Training Requirements:**

- Bachelor's degree in Law Enforcement, Criminal Justice or related field **required, and**
- Ten years of progressively responsible senior management and supervisory experience in law enforcement, including responsibilities for relations with elected officials and other executives.
- Experience must demonstrate outstanding command leadership and customer focused management with regulatory, budget and proactive, forward thinking and strategic planning skills.
- Master's Degree in business, public administration, human resources or related field is preferred.
- Must have valid Washington State Driver's License, or the ability to obtain one within thirty-days (30) and pass a driver's record check with a good driving record.
- Must pass background and credit check.

*A combination of education, training and experience that provides the required knowledge, skills and abilities may be considered.*

Established: Hulbert 95

Revised: MPC/KN 7/01, NWM/HR 03, HR 8/11, HR 3/12

FLSA: Exempt  
Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work period, or otherwise to balance the workload.