CHIEF OF POLICE

$104,081—$117,758

Plus Excellent Benefits

Apply by

January 27, 2016

(First Review, Open Until Filled)

A City Employment Application and Resume are required to apply
Visit www.duvallwa.gov for more information
Located in the beautiful Snoqualmie Valley, 25 miles east of Seattle, Duvall is a diverse and vital community that welcomes families to set down roots and enjoy small town living. If you are a professional looking to lead a team of dedicated staff to provide excellent services to a close-knit town, this is the right position for you! Unlike so many communities today, the City Council, City Staff, our Civic Partners and Community as a whole love, respect and appreciate our Police Department and the job they do.

**The Community**

With a population of 7,325 residents, Duvall is located on SR-203, 10 miles east of Redmond, halfway between Monroe and Carnation. Duvall is a favorite residential community for both commuters and for those who choose to conduct business in a small town setting. Duvall maintains its small town character with old-fashioned storefronts, single family homes, and being surrounded by farms, forested hills and the snowy peaks of the Cascades. The rural environment combined with the area’s surrounding beauty and outdoor recreation activities make Duvall a great place to live. Duvall is growing fast, but places a heavy emphasis on community and the importance of small town values. The community wants an engaged and active Chief who participates in community events, attends high school football games and is highly visible.

**The City**

**Mission**

*The City of Duvall is committed to meeting and improving the needs of the community in planning and providing essential services such as law enforcement, parks, public utilities, recreation, and streets for today and the future.*

The City of Duvall is a full service city. Departments include: City Administration, Finance, Planning, Police, and Public Works. Fire and EMS services are provided by King County Fire District 45. The City has 45 FTE’s and a budget of $22.5 million and a General Fund of $5.4 million. The City also has 19 parks and a vibrant arts community with a variety of special events held throughout the year.

Duvall utilizes the Mayor/Council form of government and provides a wide range of government services. The part-time Mayor and seven council members are each elected for four-year terms, all representing the community at large. Duvall is currently served by Mayor Will Ibershof who was elected in November 2005 after serving 4 years on the City Council.
**The Position**

The Police Chief is an at will position, which performs under the direction, supervision, and authority of the Mayor and/or City Administrator. The Chief of Police is responsible for the overall supervision, direction, evaluation, training and recruitment of police personnel and the City of Duvall Police Department. This is a working position and the ideal candidate will see him/her-self as a working Chief who regularly patrols along side officers, and covers shifts as needed and practicable.

The Chief of Police has the overall responsibility for the professional administration of a 24 hour, 7 day a week police department through effective management of available human, financial and material resources. The Chief of Police is responsible for planning, directing and evaluating the public safety functions of the City including, but not limited to, police patrol, investigations, community relations and record keeping.

Work requires the exercise of mature judgment and the application of management techniques and practices in a wide variety of administrative, fiscal and related areas.

The Chief of Police will plan, organize, and coordinate the resources of the police department staff. Additionally, the Chief of Police will provide policy guidance, coordinate the activities of the department, and foster cooperative working relationships with civic groups, community groups, inter-governmental agencies and City staff.

**The Successful Candidate**

The successful candidate is the consummate police executive willing to drive organization change through an on-going strategic management strategy that seeks to enhance operational efficiencies, identifying and correcting internal issues, and planning for and creating new or adopting proven solutions to counteract external influences that hinder organization success and sustainability.

The Police Chief must know policing environments and be comfortable and knowledgeable in all areas of Police Work and be a proven dynamic leader. Moreover, the successful candidate will embrace the guardian mentality of policing, but be capable and prepared to handle any situation.

Other responsibilities and key attributes of the successful candidate include:

- Continuing to build on the extraordinary success Duvall has had in community relations and cultivating the positive image the police presently holds within the community.
- Helping bring the department into the 21st Century, standardizing with Lexipol, etc.
- Managing staffing levels, overtime, all expenses and the responsible allocation of resources.
- Broaden the City relationship with the Riverview School District and develop a more robust SRO program.
- Strengthen our relationships with our partners and stakeholders, including; City of Redmond, Coalition of Small Police Agencies and the Cities of the Snoqualmie Valley.
- Willingness to mentor/coach all P.D. staff to develop leadership at every level of the organization.
- Leading by example; generating trust and enthusiasm while legacy planning.
- Must be comfortable delegating work and avoiding micromanagement.
Education and experience Requirements


A four year degree in Criminal Justice, Police Science, or related field. In some instances, other police related academic credentials or certificates may be accepted in lieu of a four year college degree. Not less than 10 years of experience in law enforcement with not less than five years of management responsibility. A demonstrated work history of additional roles and responsibilities within an organization is preferred.

Requires proven ability to provide effective leadership, organize, plan, schedule, and review performance of subordinates. Ability to develop, organize, and direct comprehensive citywide goals, codes, objectives and administrative operations. Ability to read, understand and follow the City’s ordinances, plans, and policies. Ability to establish and maintain effective working relationships with elected officials, City employees, government agencies, the press, and the community at large.

Experience demonstrating the ability to make analytical and reasoned judgments on issues sensitive to the public. Requires excellent oral and written communication skills, public speaking techniques, and ability to prepare and direct preparation of comprehensive reports, budgets, recommendations, departmental materials, and correspondence. Must have computer knowledge sufficient to assign work and generate management level reports, narratives and proposals; and use email as a way of communication.

Must have minimum of FEMA incident command training (ICS) of 100A, 200A, 300, 400, 700A, and 800 or the ability to obtain within one year of hire.

Knowledge of:

Comprehensive knowledge of the principles and practices of law enforcement. Thorough knowledge of effective managerial principles, practices and methods within a police agency.

Thorough knowledge of municipal organizations, with regard to carrying out complex, multi-faceted services, including budgeting processes.

Considerable knowledge of police agency policy and procedures. Strong understanding of law enforcement budgeting and organizational management.

Ability to:

Communicate exceptionally well both orally and in writing, including public speaking and presentation skills and in all forms of written correspondence.

Develop and monitor work procedures and budget guidelines.

Establish and maintain effective working relationships with the City Council, elected officials, government agencies, other employees and departments, and the general public.

Develop, organize, and direct comprehensive citywide goals, objectives, and administrative operations.

Build relationships with other departments within the region

Special Requirements

Must possess a valid State driver's license or have the ability to obtain one prior to employment. The applicant must be a certified Peace Officer in Washington State and must hold a general commission, certified by the Washington State Criminal Justice Training Commission, pursuant to RCW 43.101.095.