



City of Florence

250 Hwy 101, Florence, OR 97439

www.ci.florence.or.us

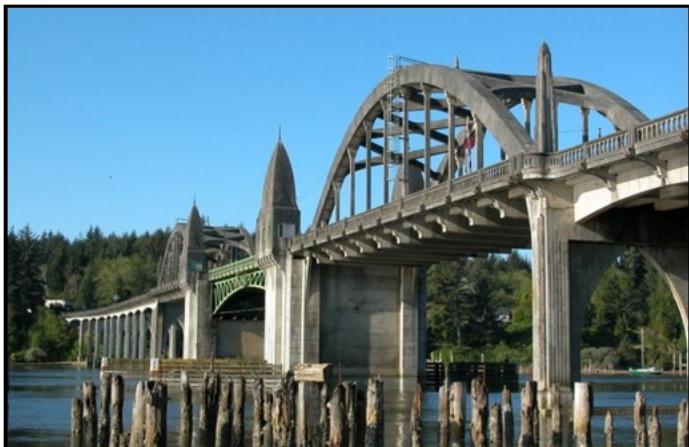
CITY OF FLORENCE, OREGON IS ACCEPTING APPLICATIONS FOR **CHIEF OF POLICE**

"Leaders inspire others, have compassion, know when to pick their battles and when to be diplomatic, and are not afraid to take responsibility. It takes a certain magnetism to have a healthy relationship between a Police Chief, the law enforcement family, and the community. That is what the City of Florence will retain in its new Police Chief."

—Florence City Manager Jacque Betz

APPLICATIONS MUST BE SUBMITTED BY

Monday, March 31, 2014 at 5:00 p.m.



The Community

Florence (population 8,480) is located on the Central Oregon Coast, approximately 60 miles west of Eugene via Highway 126. Florence is a thriving community in western Lane County with an economic base of small business, medical care facilities, educational opportunities, and other services including the fishing and logging industries. In recent years Florence has welcomed active retirees and has expanded its tourism base. Visitors come to Florence to experience the beautiful Oregon Coast, the Oregon Dunes National Recreation Area, Florence's historic Old Town district with a boardwalk and a variety of shops, and more. For more information on the Florence area, please visit www.florencechamber.com.

The mission of the City of Florence is:

To meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment and position Florence to have an economically viable and sustainable future.

The City recently won the 2013 Helen and Alan Berg Good Governance Award presented by the League of Oregon Cities for the Budget Report to Citizens. The City demonstrates its commitment to sustainability through the Class A Biosolids program which began in 2010 as a pilot project and has since expanded.



The City

Incorporated in 1893, the City of Florence operates under the council-manager form of government. The mayor and four councilors are elected at large with the mayor serving a two-year term and the councilors serving four-year overlapping terms. The council president and vice president are selected by the council from their members. Department heads, including the Police Chief, report directly to the City Manager.

The City has approximately 55 FTE staff members and a FY 2013-14 budget of \$22.2 million, including \$5.23 million allocated to the General Fund. The City's Departments include City Manager's Office, Finance, Police, Court, Community Development, Public Works, and the Florence Events Center.

We are proud of the Florence Justice Center which houses law enforcement, dispatch, municipal court, justice court, an 18 cell municipal jail, and serves as a 911 PSAP for Fire and EMS.

The Police Department

The Florence Police Department is a full-service law enforcement agency with a Police Chief, 1 Lieutenant, 2 Sergeants, 9 Patrol Officers (including 1 K-9 Officer), 1 Corrections Officer, 1 Detective, 7 Communications Officers, 1 Administrative Assistant, 5 Reserve Officers, and 8 Auxiliary Officer volunteers. The 2013-14 departmental budget for the Police Department is \$2.49 million.

The Mission Statement of the Police Department is:

To efficiently provide quality law enforcement services to our community by promoting a safe environment through a police-citizen partnership with an emphasis on mutual trust, integrity, fairness, and professionalism.

The Police Chief Position

The Police Chief works under the supervision of the City Manager. The Police Chief administers, plans, and directs the operations of the Police Department with a community-oriented policy and problem solving philosophy. He/she performs law enforcement, emergency management and crime prevention work, including patrol and investigation as necessary. The position communicates with the public in matters of public safety and concerns. The Police Chief serves as a member of the City's management team and assures efficient and economical use of departmental funds.

Essential duties and responsibilities of the position are:

- Plans and develops law enforcement programs and activities based on analysis of city growth, crime patterns and related economic, legislative and judicial influences.
- Prepares, manages, and monitors department budget. Reviews and approves expenditures. Establishes departmental goals and objectives in line with City Manager and Council goals, including long and short range planning. Reviews progress and makes necessary modifications.
- Establishes and maintains effective working relationships with other public safety agencies, city departments, special interest groups and general public. Maintains communication with media representatives to ensure cooperative effort and accurate reporting of activities.



- Assigns, supervises and evaluates work of subordinates. Hears grievances and administers disciplinary action. Makes recommendation for hiring and termination to the City Manager. Sets performance standards. Ensures provision of adequate training within department.
- Oversees internal investigations of public complaints and allegations of police employee misconduct.
- Participates in and contributes to City wide emergency preparedness planning. Supervises and assists in major incidents, crime or accidents. Ensures city officials are properly informed of activities of unusual nature, involving threat to persons or major property damage.
- Participates as an active member of the senior leadership team of the City. This includes providing policy analysis and recommendations to the City Manager and other Department Heads of public safety issues and/or administrative issues. Attends City Council and various other meetings providing input and receiving direction or other information. Prepares reports for Council information or action.
- Continually evaluates Police Department services and programs, and implements improvements with City Manager approval as needed.
- Is responsible for providing a harmonious working environment within the department and maintaining morale. Assures the deployment of departmental resources in a manner that will maximize the effectiveness of personnel in protecting the public safety.
- Uses Microsoft Office Suite, Caselle, and other City programs and systems to perform job duties. This includes using City's e-mail system to engage in appropriate and professional communications internally and externally as needed to perform job duties.
- Maintains professional, respectful and cooperative working relationships with City staff, other organizations and the general public.
- May perform law enforcement activities, such as patrol, investigations, transport, responding to complaints, etc., writing warnings and citations as appropriate, and preparing reports of activities during times of emergency, personnel shortage or need for additional personnel.
- Follows all safety rules and procedures established for work areas. Maintains work areas in a clean and orderly manner. Models and enforces these rules for subordinates.



The Ideal Candidate

Knowledge, Skills and Abilities:

Broad knowledge of law enforcement activities, police practices and procedures, investigative methods and techniques, federal, state and local laws, firearm use and safety precautions, principles of supervision and personnel practices. Proven ability to plan, organize, supervise and evaluate the work of employees as well as excellent communication (verbal and written, including public speaking), budget management, organization, leadership and time management skills.



Education and Experience:

Completion of a four-year college degree from an accredited university, preferably in law enforcement, criminal justice, public administration, or related field and at least six years of law enforcement experience with at least three years in a police administration/management position, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Must not have been absent from full time law enforcement position for more than two years prior to assumption of these duties.

Special Requirements & Licenses:

Possession of Basic Certification in law enforcement. Possession or ability to obtain DPSST Management and Executive Certification within one year of appointment. Possession of or ability to obtain a valid Oregon driver's license within the first 30 days of employment; satisfactory driving record. Certification from the FBI Academy or similar advanced training program preferred.

Supervisory Responsibility:

Directly supervises a lieutenant, two sergeants, an administrative assistant, and has general responsibility for additional regular and reserve law enforcement, civilian volunteers and office personnel, typically over 15 seldom exceeding 25 FTE on an annualized basis.

Compensation

The established salary range for the Police Chief position is \$75,000 - \$93,360. The starting salary will be dependent on experience and qualifications. A generous benefit package is also provided, including employer paid medical, dental and vision insurance, statutory life insurance, long-term disability, and AD&D coverage.

How to Apply

If you are interested in this opportunity, please submit a cover letter indicating your specific interest in this position; a detailed professional resume that identifies the relevant qualifications and experiences outlined in this position profile; a completed City of Florence Application for Employment (found on the City's website at www.ci.florence.or.us); and a list of five professional references. Please mail or hand deliver the cover letter, resume, application, and references to Florence Police Chief Recruitment, c/o City of Florence, 250 Hwy. 101, Florence, OR 97439 or e-mail to ann.steward@ci.florence.or.us. The closing date is Monday, March 31, 2014.

Veteran's Preference – The City of Florence provides qualifying Veterans and Disabled Veterans with employment preference in accordance with Oregon law. Veterans may claim preference by submitting a Veteran's Preference Form (available on the City website at www.ci.florence.or.us) and the required documentation with his/her application material.

Following the closing date, applicants will be screened according to the qualifications outlined above. Finalists will be invited to participate in an assessment by law enforcement professionals and community members. The City Manager will make the final selection. Background/reference investigations, drug screening, and medical and psychological evaluations will be required of the successful candidate.

The City of Florence is an Equal Opportunity Employer

