



THE CITY OF WHITTIER

Gateway to Western Prince William Sound

P.O. Box 608 • Whittier, Alaska 99693 • (907) 472-2327 • Fax (907) 472-2404

CITY OF WHITTIER, ALASKA IS NOW HIRING FOR THE POSITION OF PUBLIC SAFETY DIRECTOR

The City of Whittier is accepting applications for the position of: **Director of Public Safety**. Whittier is a coastal community located in western Prince William Sound in Southcentral Alaska connected to Anchorage by road via the Anton Anderson Memorial Tunnel. This position is open until filled. Review of applications will begin March 30, 2018.

GENERAL DESCRIPTION: The ideal candidate for the Director of Public Safety will possess extensive knowledge of the principles, practices, and procedures involved in the administration and management of a municipal public safety department. Experience in small town policing, strong management skills, a demonstrated ability in leading teams, and maintaining effective working relationships with city officials, State and Federal authorities, civic leaders, and the general public is highly desirable. Under general supervision from the City Manager, the Director of Public Safety (DPS) must relay, assign, direct, and supervise the Police, EMS, and Fire Divisions. The DPS must have the ability to effectively articulate, orally and in writing, to prepare, and supervise the preparation of, clear, accurate, and comprehensive recommendations and reports. Must comply with City Credit Card Policies when using a City credit card for purchases and is also responsible for the department budget and staying within the budget spending parameters. The DPS may also work patrol and is responsible for enforcing laws and statutes; rendering emergency assistance to the public; patrolling all areas of the city; performing crime and accident prevention duties; apprehending criminals; serving arrest warrants; issuing citations for violations of city ordinances and state statutes; investigating accidents and crimes; and identifying and recovering stolen property.

EXAMPLES OF WORK: This is a “working chief’s” position. The incumbent is subject to hazardous conditions, which could result in serious injury or death, as well as physical exertions such as running, lifting, pulling, pushing, bending, etc. as well as inclement weather conditions. Examples of other duties and tasks are:

- Performs highly responsible administrative, supervisory, and technical work in directing the activities of the City’s Police, EMS, and Fire Divisions.
- Recruits, assigns, supervises, and disciplines public safety department employees. The DPS periodically consults with the City Manager in finalizing plans and policies for the operation of the public safety department. Work is reviewed through discussing issues and their possible solutions with the City Manager as well as through periodic reports and summarizations.
- Plans, directs, and manages public safety operations; coordinates activities through discussions with subordinate staff and reviews departmental written reports and complaints.
- Prepares the department budget and presents it to the City Manager. Makes reports on department activities as requested.

- Supervises the requisitioning and procurement of departmental equipment and supplies; keeps track of department inventory through yearly reviews.
- Reviews new applications, follows-up on old applications, interviews applicants; prepares evaluations on present employees.
- Extensive contact with other employees, the general public, and governmental officials, often involving problem solving circumstances. This position may require interaction with various members from the news media.
- Cooperates with other local, State, and Federal law enforcement agencies in the apprehension and detention of wanted persons.
- Required to attend monthly City Council meetings and answer inquiries as needed.
- Required to submit a monthly department report to the City Clerk for the Council packet.
- Performs other duties as assigned by the City Manager.

KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of, or ability to learn, state and city laws and their enforcement; investigation and law enforcement methods; procedures and policies; and the laws governing and prescribing the powers and authorities of a law enforcement officer; learn criminal justice procedure; and ability to operate equipment used in law enforcement. Applicant must have the ability to maintain confidentiality and security. Problem solving ability, use of common sense, and the ability to quickly analyze situations and respond accordingly are necessary. Must have the ability to work under pressure, maintain professionalism under pressure, manage simultaneous tasks and projects, and meet multiple deadlines.

EDUCATION AND EXPERIENCE: High school diploma or GED required. A degree in Public Administration, Criminal Justice, or a closely related field is highly desirable. Graduation from the FBI-NAA or Northwestern or Southern Police Institute Administrative Officer course is highly desirable. At least three years in a command or supervisory position required. Demonstrated problem-solving skills are necessary.

FBI National
Academy

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 21 years of age. Willingness to pursue and maintain an Alaska Police Standards Council (APSC) Advanced Police Officer Certification. No longer than a 12-month break in service from the last police officer position to time of appointment. Graduation from a police academy and police officer certification is required. Out of state applicants must graduate from an APSC approved or recognized police academy and must obtain an APSC police officer certification within 12 months of hire. Valid Alaska driver's license or the ability to obtain one prior to operating City vehicles. Employees are required to carry and be proficient with a firearm. Interview process may consist of a written test interview, and oral board interview. As a condition of employment, the person selected will be required to successfully complete a drug test and be subject to a criminal history background check showing acceptable results. Position is subject to a physical, psychological, and polygraph testing, post offer. Must present work authorization identification within three days of hire (INS requirement).

SALARY: The salary range for the Public Safety Director position is \$60,288.41 to \$93,527.04. Starting salary is DOE.

TO APPLY: Please submit a City of Whittier application, resume, an authorization to release information form, a cover letter, three professional references, and an original, completed F-3 Form to the City

Manager in the Public Safety Building by one of the following methods: in person, mail to PO Box 608, Whittier, AK 99693, email to areeves@whittieralaska.gov, or fax to (907) 472-2404. Applications are available at the Public Safety Building or on the City Website at www.whittieralaska.gov. APSC Form F-3 is available at: www.dps.state.ak.us/APSC/forms.aspx.

Direct deposit of payroll is mandatory within 30 days of employment.
The City of Whittier is an equal opportunity employer and a “drug free” work place.

IN-HOUSE POSTING: March 29, 2018
TO THE PUBLIC: March 29, 2018