



**DEPUTY
CHIEF**

\$94,092 – \$117,576
DOQ Plus Benefits



City of Sumner Deputy Chief

The Community

The City's economy is diversified with an expanding industrial and retail base. To complement a unique historical community, a significant amount of new housing development is occurring within and near the City due to the availability of land and its proximity to major employment centers in nearby Tacoma, Seattle and the South King County area.



The City

Sumner is a non-chartered, optional municipal code city with a population of 9,450 and is governed by a part-time Mayor and seven-member City Council with an appointed full-time City Administrator. The City's major services include police, parks, planning and zoning, public works (streets, sewer, water and storm drainage), senior center, and municipal court. The City also owns and operates a cemetery and an 18-hole municipal golf course. These city services are provided by a staff of 89 full-time employees.

The Department

The Department has 19 commissioned officers which include: two sergeants and two detectives.

Additional staff include four administrative support staff and part-time evidence and parking enforcement officers. The City contracts dispatch services and jail services with neighboring agencies. The City also provides contracted animal control services to six other cities and maintains a shelter in Puyallup. The Department participates in multi-agency teams for SWAT, Major Crimes, Clandestine Labs and Civil Disturbance.



We are guided by our principles of professionalism, integrity, teamwork and commitment. The Department has been state accredited since 2005, and just recently completed the reaccreditation process. Our vision is to set the standard of excellence for a progressive small city police department.

The Position

This is an exempt, civil service commissioned position in Police Administration working with and reporting directly to the Chief of Police. This position is second in command in the department and is responsible for directing and coordinating the operations division, which includes patrol, investigations and evidence. In addition, this position assists the Chief of Police in the research and development of department programs and policies in order to ensure effective and efficient service delivery to the citizens and outside agencies. The Deputy Chief will serve as the acting Chief of Police in his/her absence and/or as directed.

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Examples of typical duties include:

- Assist in the development and implementation of goals, objectives, policies and priorities; assist Police Chief in overall departmental management and administration, including personnel, training, budget, research and development, facilities, technology, equipment and maintenance, and direct and indirect supervision of sworn and non-sworn personnel.
- Performs highly responsible administrative, patrol, investigative and technical work in directing the operation and support activities of the Police Department.
- Respond to major crime scenes, critical incidents and disasters, both on-duty and off-duty as necessary.
- Develop staffing plans for patrol division, including traffic enforcement plans; study crime statistics and other reports to determine trends and make recommendations for changes in organization and operating procedures; monitor the progress of criminal investigations and court cases.
- Respond to citizen complaints and requests for information.
- Represent the Police Department to community groups, task forces, committees and boards.
- Develop and implement strategies for involving the general public in the prevention of crime.
- Coordinate police activities with other City departments and divisions, and with outside law enforcement and government agencies.
- Monitor financial resources and expenditures.

- Prepare and conduct oral and written employee performance evaluations of direct reports and oversee the evaluation of department employees.
- Conduct specialized research and investigations into employee, policy, operational or administrative issues as directed by the Police Chief.
- Support a positive work environment by maintaining quality communications, display initiative to resolve problems and ensure safety procedures are followed. Work to execute the City and Department mission, values, guiding principles, purposes, and priorities.



The Minimum Qualifications

The desired candidate will be a team-builder, who brings progressive management practices and provides a supportive work environment where department employees can work with independence, but remain accountable for their areas of responsibility. The new Deputy Chief must have strong personnel skills and be willing to mentor and coach staff and work to provide opportunities for training and growth. The selected candidate will be receptive of new ideas and encourage creative solutions. He or she should possess a “can-do” attitude to their leadership of the department.

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Minimum qualifications include:

- Must have completed at least five years of regular, uninterrupted, full-time commissioned law enforcement employment, within the past two years, involving enforcement responsibilities with a government law enforcement agency.
- A Bachelor's degree in criminal justice, public administration, or related field highly desirable.
- Must be certified or be able to be certified as a regular and commissioned enforcement officer through compliance with Washington State's basic training requirement or equivalency.
- A minimum of four years of progressively responsible management experience in law enforcement is required.
- Successful completion of leadership, criminal justice, or police science or other specialized training is desirable.
- Possess a First Level Supervisor Certificate, or equivalent.
- Be a U.S. Citizen
- Must complete a background check in compliance with Washington State law, including polygraph and psychological examinations as well as medical screening.

Additional:

Maintain a residence so response time to the Police Department is within 30-minutes. Residency requirement must be obtained within one year of appointment.



Necessary Knowledge, Skills and Abilities

Knowledge of:

- Principles and practices of police operations and general administration;
- Techniques and practices of conducting criminal investigations;
- Content and application of State laws governing police personnel practices;
- Operations of all departments within city government including what resources each department provides the public;
- Police emergency communications procedures;
- Emergency Management principles and procedures;
- Pertinent state and federal laws, City ordinances and judicial decisions.

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Ability to

- Make public presentations;
- Work in a fast-paced environment;
- Develop, implement and maintain effective record keeping systems, procedures and policies;
- Lead complex projects from inception to completion with close attention to detail;
- Establish and maintain working relationships at various levels;
- Act quickly in a composed and proper manner during an emergency or extremely difficult situation;
- Communicate clearly and concisely in oral and written English;
- Maintain confidential information;
- Develop and sustain positive working relationships with all department employees, other City staff, departments, community leaders, and elected officials;
- Work effectively with diverse groups and individuals, including public agencies, elected and appointed officials, and the general public;
- Work effectively and compassionately with crime victims and with others who may be in emotional distress;
- Exercise discretion, tact, courtesy, and patience with difficult internal and external customers;
- Analyze situations quickly and objectively; determine the necessary and proper action;
- Demonstrate intermediate computer and arithmetic skills;
- Be accessible and responsive to the public, elected officials and city staff.



Compensation and Benefits

- \$7,841 - \$9,798 per month DOQ
- 5 – 10% of total salary must be allocated for one of the following:
 - Management leave
 - Deferred compensation
 - Flexible spending account
- Vacation: 12 days per year
- Sick Leave: 12 days per year
- Holidays: 13 days per year
- LEOFF Retirement
- Medical, dental, vision
- Life insurance
- Long term disability insurance

Recruitment Schedule

- April 1 – Application Period Opens
- April 26 – Application Period Closes
- Week of May 13 – Candidate Interviews
- Tentative start date – July 1

City of Sumner Deputy Chief

To be considered for the position, please submit the following materials – via postal mail, email, or in person – by 5:00 p.m. on Friday, April 26, 2013 (postmarks not accepted):

1. Letter of interest
2. Resume
3. City of Sumner Application for Employment
4. Signed Hiring Standards Automatic Background Disqualifiers Form
5. Signed Pre-Employment Investigation Discovery Waiver
6. Signed Waiver and Authorization to Release Information
7. Response to the supplemental questions as listed below

Applications and supporting documents may be downloaded from the City's website, www.ci.sumner.wa.us or in person at the City Human Resources Department. All materials must be submitted to:

City of Sumner
Attn: Marsha McGehee
1104 Maple St., Suite 140
Sumner, WA 98390

Or by e-mail to marsham@ci.sumner.wa.us

Please note: Incomplete applications will not be considered, so please be sure to submit all materials in the application packet.

If you have any questions or need further assistance, please call 253.299.5640.

Supplemental Questions:

**Responses to supplemental questions should be no more than one page per question.
Please double space and use 12 point font size with 1" margins.**

1. What knowledge, skills and abilities uniquely qualify you for this position and how does this position fit with your career goals?
2. Describe your leadership style and how you instill confidence and respect from the department and the community.
3. Describe your experience dealing with budgets, personnel issues, disciplinary due process, grievance and arbitration procedures and collective bargaining.
4. Describe your experience with community engagement and getting department personnel engaged and connected with both the citizen and business community.