



ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

CHIEF OF POLICE

Starting Salary Range: \$110,000 to \$130,000 plus benefits

(Salary negotiable depending on qualifications and experience.)

FLSA Status: Exempt – not eligible for overtime

The City of Prescott Police Department delivers quality Community-Based Policing in active partnership with the citizens we serve. The Chief of Police is responsible for the protection of lives and property in the City through the leadership, management and direction of 126 police employees (77 of whom are sworn officers and 49 civilians) and functions including Administration, Patrol, Community Service and Support Service, as well as a Regional Communications Center. We are seeking a community-oriented individual with the desire to be a professional, positive influence in service to a family-friendly city of 40,000 residents, located in Central Yavapai County. Our beautiful Courthouse Square is the heart of a historic downtown, and site of year-round community activities.

Qualifications: Education and/or experience equivalent to a Bachelor's Degree, Master's preferred, in Police Science, Administration of Justice, Organizational Management, Public Administration or closely related area and ten (10) years full time managerial and supervisory level sworn law enforcement work (7 years of which were in a command level position). Candidate of choice must possess AzPOST certification as a Law Enforcement Officer or obtain within 90 days of hire (see AzPOST.state.az.us) and possess a valid Arizona driver's license.

Tasks: This position directs the planning, delivery, and evaluation of all departmental services and activities through subordinates; formulates and prescribes methods and procedures; plans and develops the departmental budget and monitors all departmental expenditures; prepares budgetary reports for the City Manager; coordinates law enforcement activities with the City Manager, City Council and other department heads; interacts with the public. Plans and assigns work and reviews and evaluates performance of subordinate law enforcement personnel and office support staff; directs and administers the hiring and selection process; assesses workload, the administrative support system and internal reporting relationships to identify opportunities for improvement; directs the implementation of changes; serves as a member of the City's Management Team; promotes positive community relationships by attending Council Meetings, service and civic club functions and other public forums; provides advice on public safety, law enforcement and community service issues to the City and to the general public; coordinates law enforcement activities with other public safety agencies from other communities, jurisdictions, state and federal agencies. Must have the ability and motivation to continue moving the Prescott Police Department forward in performance.

Knowledges, Skills, and Other Characteristics:

Knowledge of the principles and practices of modern police administration and police methods and the use of police records and their application to police administration.

Knowledge of departmental rules and regulations and applicable federal, state, and local laws and ordinances.

Knowledge of the standards by which the quality of police service is evaluated.

Knowledge of the City of Prescott's governmental organization, policies and procedures.

Knowledge of administrative, managerial and supervisory procedures, practices and principles.

Knowledge of budget preparation, monitoring and administration.

Skill in planning, organizing and directing the work of employees performing varied operations connected with police activities and developing proper training and instructional procedures for those employees.

Skill in understanding and interpreting complex laws, rules, regulations, policies, and guidelines.

Skill in supervising, evaluating, training, mentoring and motivating employees.

Skill in preparing, defending and administering budgets.

Skill in written communications for administrative and technical purposes.

Skill in oral communication in one-on-one and group situations including public speaking in large groups, conflict resolution and alternate dispute resolution..

Skill in utilizing public relations techniques in responding to inquiries and complaints.

Skill in establishing and maintaining effective working relationships with State, Federal, and other local law enforcement officials, elected officials, subordinate staff, and City residents.

Knowledge and skills for leading a Regional Communications Center

Additional Information and Selection Process: The candidate of choice must complete a physical examination to meet AzPOST requirements (see AzPOST.state.az.us), drug screening, psychological evaluation, polygraph interview and a comprehensive background investigation. Please refer questions regarding this recruitment to Melissa Fousek, Human Resources Department, at (928) 777-1315.

To be considered for the position, you must submit a cover letter, resume, application, and pre-screening questionnaire by 5:00 PM, December 7, 2012.

Application materials may be submitted by email at hr@prescott-az.gov or by mail to:

City of Prescott, Human Resources, 201 S. Cortez Street., Prescott, AZ 86303
(928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax (928) 777-1213

Visit our website at: www.prescott-az.gov

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten (10) paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; other optional benefits. **PROBATION:** An established probationary period must be satisfactorily served by each employee. **NOTE:** When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.

**Prescott Police Department
Chief of Police
Pre-screening Interview Questions**

Applicant: Please complete the following questions and include with your cover letter, resume and City of Prescott application.

1. Explain what your 90-day plan would look like if offered the Chief of Police position for the Prescott Police Department?

2. What does community policing mean to you?

Please give examples of how you have implemented community policing in your current community.

3. What does it mean to you to be a department head in an established city that is stable and progressive like the City of Prescott?

4. Explain your leadership style and how that style works in your current agency.

5. Give an example of a time you had to take charge of a situation to quickly resolve a problem or crisis as a supervisor within your agency? Explain what professional and/or personal skills you utilized and describe the outcome?