



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: Under general supervision from the City Manager, the incumbent serves as the Director of Public Safety (DPS) overseeing the Police, EMS and Fire Divisions. The incumbent also works 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. Complying with all police contracts

EXAMPLES OF WORK: Represents DPS at City Council meetings. Prepare and administers DPS Budget. Maintains records management and criminal database query software and programs including in car mobile data computers. Applies for and administers DPS grants. Prepares activity reports for local, state and government entities. Plans and conducts training for DPS. Plans and Responds to emergency calls for Police, Fire and EMS services. Responds to calls for service and assistance, and enforce local, state and federal law. Effects lawful arrests of suspected criminals by taking them into physical custody, conducts investigations of alleged or suspected criminal activity in response to complaints received or information developed in the course of assigned activities. Completes written reports, conducts interviews and testifies at court proceedings

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 procedures; 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 establish and maintain productive working relationships with various people and organizations. Must have excellent written and oral communication skills and the ability to follow complex written and oral instructions. Must have the ability to work under pressure, to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines

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

LICENSES AND SPECIAL REQUIREMENTS: Must be at least 21 years of age. Must meet Alaska Police Standards Council standards for certification as a police officer. No longer than a 12 month break in service from last police officer position to time of appointment. Graduation from a police academy and police officer certification is required. Out of State applicants must be able to receive a waiver from the Alaska Police Standards Council. Valid Alaska driver's license or the ability to obtain one prior to operating a city vehicle. Employees are required to carry and be proficient with a firearm. As a condition of employment, the person selected will be required to successfully complete a drug test prior to beginning work. Subject to criminal history background check, and physical showing acceptable results prior to offer of employment. Interview process may consist of a written test, oral board interview, physical fitness test, polygraph and psychological test. 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, authorization to release information form, a cover letter, three professional references and F-3 Form to the Acting City Manager in City Hall by one of the following methods: in person, mail to P.O. Box 608, Whittier, AK 99693, e-mail to asstmanager@whittieralaska.gov, or fax to 907-472-2404. Applications are available at City Hall, 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" workplace.

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