



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
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 Black Diamond, WA 98010

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www.ci.blackdiamond.wa.us

POSITION: POLICE COMMANDER
STATUS: FULL-TIME / CIVIL SERVICE
2017 SALARY RANGE: \$110,328-\$124,776 year DOQ, plus educational incentive
OPENING DATE: April 3rd, 2017
CLOSING DATE: April 28th, 2017

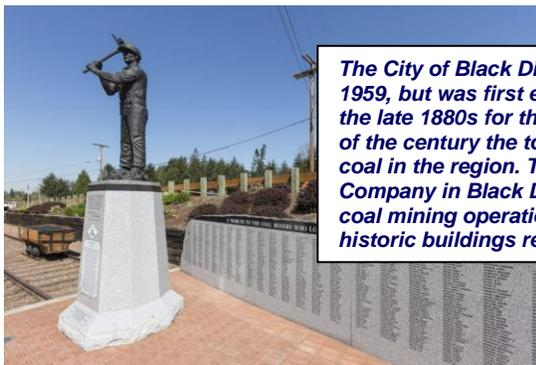
DESCRIPTION: Under the direction of the Police Chief, plans, organizes, directs, and controls assigned operational activities of the police department. Assumes the responsibility of Acting Police Chief in the absence of the Police Chief.

ABOUT THE DEPARTMENT: The City of Black Diamond is in western Washington near the greater Seattle area as well as the scenic and picturesque area of the Cascade Mountains and Mt. Rainier. The City is situated in King County and has a current population of over 4,200 people, including the 4th largest recreational lake in King County, Lake Sawyer. The police department is comprised of a Chief of Police, Commander, two Sergeants, and five officers. The City is preparing for rapid growth with a projected population of 20,000+ within 10-15 years. The City has approval for the following two master planned developments, which are currently under construction:

- The Villages consisting of approximately 4,800 homes on 1,200 acres including 750,000 square feet of commercial space.
- Lawson Hills consisting of approximately 1,250 homes on 371 acres including 390,000 square feet of commercial space.

The ideal candidate will have a leadership style and value system that embodies integrity, service, and teamwork. The incoming Commander will have excellent communication skills, be committed to community engagement, and be a collaborative team player.

For more information about the developments in Black Diamond, visit www.inblackdiamond.com



The City of Black Diamond was incorporated in 1959, but was first established as a community in the late 1880s for the mining of coal. At the turn of the century the town was a major exporter of coal in the region. The Pacific Coast Coal Company in Black Diamond became the largest coal mining operation on the West Coast. Some historic buildings retain their original locations.

ESSENTIAL FUNCTIONS AND DUTIES:

Essential functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Under the direction of the Police Chief, manages the day-to-day activities of the police department; exercises supervision over sworn officers, and civilian staff.
- Organizes and directs department staff by planning and organizing workloads and assignments; coordinate department training and development programs, and other required or approved training programs of a specialized or general nature to measure their effectiveness and assure desired levels of proficiency are achieved.
- Monitor employee performance, participate in preparation of performance evaluations, and evaluate employees.
- Implement performance standards and expectations to assess effectiveness of police department functions.
- Investigate allegations of misconduct; inform the Police Chief of special problems or concerns affecting departmental operations; recommend remedial action, including discipline, to correct deficiencies.
- Manages a variety of special projects, performing research, and preparing narrative or statistical reports or operational, financial, and compliance audits;
- Ensures that various law enforcement operating procedures and guidelines are followed; identifies and makes recommendations for improvements of organizational conditions which may contribute to misconduct, liability, or poor efficiency;
- Assures that assigned areas of responsibility are performed within budget; monitors revenues and expenditures to assure fiscal control; assists with preparation of annual budget requests including recommendations;
- Attends or conducts a variety of meetings such as staff meetings and briefings; coordinates and attends community meetings regarding police activities and policies; responds to and resolves sensitive and complex community and organizational inquiries, complaints, and requests;
- May function as Public Information Officer and/or handle emergency communication involving crisis or unforeseen circumstances which may include writing, editing, and public speaking;
- Reviews, prepares, and approves a wide variety of related reports, studies, or grant documents;
- Responds to major incidents and commands incidents as necessary; required to be on 24-hour on-call status;
- Excellent customer service based skills, to include ability to communicate effectively and efficiently both orally and in writing (i.e.: preparing professional business correspondence, policies manuals and presentations),
- Demonstrates excellent application of planning and organization skills, including ability to direct, coordinate and review assignments and projects; assess and secure proper staffing levels; and, coordinate activities with those of other departments and outside organizations.
- May participate in labor negotiations as part of the management team in bargaining sessions, advises the Police Chief on labor issues.
- Required to be capable of performance all the duties and tasks of a Police Officer, Police Sergeant, or Police Chief if called upon.
- Attends work on a regular and dependable basis.

- Interact in a professional and respectful manner with city staff and the public.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.

Minimum qualifications:

1) Education and Experience:

- A. Graduation from an accredited university with a Bachelor's degree; AND
- B. Ten years of current full-time professional law enforcement experience including three years of supervisory experience;

2) License or Certification:

- A. Washington State Driver's License and driving record acceptable to the City;
- B. Must have completed the Washington State Basic Law Enforcement Academy or be eligible for a certificate of equivalency from the Washington State Training Commission within twelve months of hire.
- C. Successfully pass examinations as required by civil service;

3) Required Knowledge, skills, and abilities:

- Knowledge of all phases of police work including crime prevention, investigations, rules of evidence, traffic control and safety, care and custody of prisoners, search and seizure, rules of evidence, principles and practices of criminal justice records management records, and all other aspects of law enforcement and administration/management.
- Knowledge of city and department policies, city and surrounding geography.
- Knowledge of city, county, state and federal laws, regulations and ordinances.
- Knowledge of Washington criminal justice and court systems, procedures and protocols.
- Knowledge of strategies and tactics for management and deployment of personnel and equipment in complex tactical and emergency situations.
- Knowledge of leadership principles and practices related to supervision and management.
- Ability to resolve conflicts and gain cooperation from competing interest groups.
- Ability to effectively supervise, lead and delegate tasks and authority.
- Ability to analyse complex law enforcement and security issues, and developing solutions
- Ability to assume command level responsibilities and make appropriate decisions, while assuring compliance with Department goals and objectives.
- Ability to interpret laws and regulations, make independent decisions, maintain composure, and work effectively under stressful conditions and emergency situations.
- Ability to work as a team member with other law enforcement, criminal justice, and multi-jurisdictional agencies.

- Ability to operate a personal computer and software applications.
- Ability to follow and effectively communicate both verbal and written instructions.
- Ability to pass required training including emergency vehicle operations and weapon(s) qualification.
- Ability to resolve conflicts and gain cooperation from competing interest groups.
- Skills in the proper use and care of firearms and other police equipment

BENEFITS: Employer paid medical and dental, educational incentive, 11 paid holidays, deferred compensation plans, take home car, vacation/sick accrual, LEOFF retirement, disability and life insurance.

TO APPLY: Applicants should submit a letter of interest, resume, completed supplemental questionnaire, along with a City of Black Diamond Employment Application to Human Resources Manager, Brenda Martinez, 24301 Roberts Dr. Black Diamond, WA. 98010. Application material can be found at City Hall or online at www.ci.blackdiamond.wa.us. For questions about the position please email Commander Brian Martinez at bamartinez@blackdiamondwa.gov.