



The City of Marshalltown is an equal opportunity employer

## Position Announcement

24 N Center Street, Marshalltown, IA 50158

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**Position: Police Chief**

**Department: Police**

**FLSA Classification:** Full time Salaried Exempt

**Starting Salary Range:** \$74,193.60 to \$90,896.00 annually

**Application Requirements:** All applicants must submit the following materials:

1. City of Marshalltown Police Chief Employment Application (online at [www.ci.marshalltown.ia.us](http://www.ci.marshalltown.ia.us))
2. Cover Letter/Letter of Interest
3. Resume

Candidates should not send copies of certifications and trainings, please list these within the resume.

Application materials should be sent to the City of Marshalltown Human Resource Department electronically at [hr@ci.marshalltown.ia.us](mailto:hr@ci.marshalltown.ia.us) or mail to **City of Marshalltown Attn: Human Resources, 24 N Center Street, Marshalltown, IA 50158. Please do not fax materials as these will not be accepted.**

**Date posted: Thursday, July 7, 2011**

**Closing Date: Materials must be received by Wednesday, August 3, 2011 at 12:00 P.M. (noon)**

**Testing Procedure:** First round interviews are anticipated to be completed by August 19<sup>th</sup>. Finalists will then be tested in an assessment center either the last week in August or first week in September.

**Anticipated Start Date: Late October 2011.**

### General Statement of Duties

Manages the operations and activities of the City's Police Department; does related work as required.

### Distinguishing Features of Class

This is highly responsible management, administrative and public safety work involving the planning, direction, and supervision of the operations and activities of the City's Police Department. The work is performed under the general direction and supervision of the City Administrator but extensive leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain close cooperative working relationships with the City Administrator, Mayor, members of the City Council, Police Department command and supervisory personnel, representatives of other local and state law enforcement agencies and organizations, City department and division heads, news media representatives, and the general public. Supervision is exercised over the work of all employees in the Police Department. Because the work involves enforcement of laws and dealing with violators of laws in an unpredictable work environment, the work involves an element of personal danger.

### Examples of Essential Work (Illustrative Only)

- Plans, organizes, directs, supervises, and coordinates the operations and activities of the City's Police Department, including its various divisions and units and related operations and activities in consultation and collaboration with department command personnel and the City Administrator;
- Meets and consults with representatives of other local, state and federal public safety and law enforcement agencies to coordinate all phases of the City's law enforcement programs and activities;
- Establishes functional organizational units within the Department and its various divisions and designates personnel to command and supervise such units;
- Establishes and oversees implementation of an annual work program defining the objectives of the department's divisions and

units within the goals of the City;

- Exercises leadership over joint city/county communication centers;
- Prepares annual budgets, meeting agendas and various reports for the department and maintains related records;
- Develops goals, plans, and measurements for the identification and evaluation of the City's law enforcement needs and activities;
- Establishes and implements broad departmental planning and operational policies, processes, and procedures in consultation with the City Administrator and the department's command and supervisory personnel;
- Conducts regular and special meetings of command and supervisory personnel to review the adequacy of existing policies and procedures and makes modifications as necessary;
- Oversees the deployment of police officers and other police personnel and the coordination and control of their activities; which includes response to critical incidents 24/7 and taking command on the scene;
- Revises patrol, investigative, and crime prevention procedures to keep abreast of changing trends and practices in the field of law enforcement and changing conditions in the City;
- Coordinates the preparation of the department's operating budget and controls expenditures of departmental appropriations; including the development and management of grant funds;
- Supervises the planning and conducting of in-service training programs and personally participates as necessary in training members of the department in police procedures, duties and use of equipment;
- Receives and responds to complaints, attends meetings, visits schools, and performs other duties in explaining the operations and activities of the department and promoting community support of law enforcement operations;
- Cooperates with other law enforcement agencies in the area and throughout the country in the cooperative detection of crime and apprehension of criminal suspects;
- Keeps current on the latest developments in the various fields of law enforcement by reading, visits, correspondence, and membership and participation in various state and national law enforcement organizations and associations;
- Prepares the departments annual report and quarterly statistical reports, which involves review of police reports, analysis of data and information, determination of trends, direction of actions, and development of corrections for problem areas;
- Participates in negotiations with law enforcement labor unions and administers labor-management agreements and related activities within the department;
- Enforces discipline within the department, including compliance with physical conditioning by law enforcement personnel;
- Attends meetings, conferences, and workshops as requested and authorized;
- Performs related work as required.

#### **Required Knowledge, Skills, and Abilities**

- Comprehensive knowledge of the principles, practices, and techniques representing the state-of-the-art in fields of police science and police administration;
- Comprehensive knowledge of the controlling statutes, ordinances, rules of the department, pertinent regulations of City, state and federal laws, and applicable case law pertaining to law enforcement;
- Comprehensive knowledge of the organization, responsibilities, functions and procedures of a modern municipal police organization, including the limitations of its authority, together with the ability to adapt the organization, function, and procedures to a variety of situations and conditions;
- Thorough knowledge of proven and effective techniques which apply to the specialized fields of patrol, traffic control and safety, criminal investigation, substance abuse, juvenile delinquency control, crime prevention, and other police functions;
- Thorough knowledge of police records systems, communications equipment and use, police computer applications, crime reporting procedures, modern office practices and administration, grant application procedures, and local budgeting practices;
- Skill in communications, persuasion and negotiations;
- Ability to communicate well and establish and maintain effective working relationships with command personnel, supervisory personnel and other department employees, supervisory and management personnel in other City departments and offices, representatives of other law enforcement agencies, and the general public;
- Ability to communicate well with others both orally and in writing, using both technical and non-technical language, in both ordinary and high stress and emergency situations;
- Ability to prepare accurate and reliable reports containing findings, conclusions, and recommendations;
- Ability to operate a personal computer using standard word processing, spreadsheet, and specialized law enforcement applications appropriate to assigned duties;
- Ability to use logical thought processes to develop solutions according to written specifications and oral instructions;
- Ability to perform a wide variety of difficult supervisory and technical tasks with accuracy and speed under the pressure of time-sensitive deadlines and emergency situations;
- Ability to make sound judgments and decisions in high stress and emergency situations and conditions;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise ingenuity and inventiveness in the performance of assigned tasks;
- Ability to maintain regular attendance at work.

- Ability to communicate in English.

#### **Acceptable Experience and Training**

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Criminal Justice, Public Administration, or a closely related field; and
- Minimum of ten years of law enforcement experience, which should include at least three years of management experience having oversight of law enforcement supervisory personnel; or
- Any equivalent combination of experience and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Additional professional certifications appropriate to assigned special units;
- Possession of a valid Driver's License issued by the State of Iowa.

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with subordinate and supervisory personnel, other law enforcement, emergency response, detention and court personnel, other City employees, and the general public both in person and by telephone;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe the work of subordinate personnel, observe and identify suspicious and/or criminal activity, read a wide variety of written and electronic reports and correspondence, maintain personal and public safety during investigations and apprehensions, and use a firearm as appropriate;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, use firearms in emergency situations, restrain and retain suspects, render aid to the public, operate a motor vehicle in both normal and high-speed situations, and access and transport files and related case materials as needed;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit a variety of office and field work locations, protect self and other individuals and co-workers from life threatening situations, pursue suspects, and search a variety of motor vehicles and public properties; ability to climb or balance; stoop, kneel, crouch, or crawl; and smell;
- Ability to pass employment physicals including drug testing.

#### **Essential Working Conditions**

- Employee may be exposed to outside weather conditions;
- The employee may be exposed to fumes or airborne particles, toxic or caustic chemicals, and bloodborne pathogens and communicable diseases;
- The noise level in the work environment is usually moderate;
- This position contains an element of risk to personal safety.

### **City of Marshalltown Benefits & Retirement Information**

#### **Insurance**

Employees in this class of employment and their eligible dependents are generally eligible for group health coverage on the first day of the month immediately following date of employment

#### **Medical/Dental**

- Employee monthly premium for medical/dental is \$74.00 single/\$174.00 family
- Wellmark Alliance Select PPO Network – administered by First Administrators
- \$20 Office visit co-pay when PPO providers are utilized
- \$500 single/\$1,000 family deductible
- \$1250 single/\$2500 out of pocket maximum
- Major medical 90%/10% co-insurance if PPO providers are utilized
- Annual wellness/preventive benefits paid at 100% for eligible routine physicals, vision exams, etc.
- Prescription drug plan coverage along with mail order prescription drug service available for maintenance medications in a 90-day supply for the cost of \$60 per 90-day prescription for brand name and \$30 per 90-day prescription for generic.
- Dental plan covers preventive check up at 100%, along with 80% coverage for basic services (fillings, root canals) and 50% coverage for major services (bridges, crowns). \$1,500 annual benefit maximum per plan member and \$1,500 orthodontia lifetime benefit per plan member.

#### **Life Insurance**

- Employee Life insurance and AD&D of one times the employee's annual salary paid at 100% by the City.
- Supplemental term life insurance may be purchased for the employee up to \$300,000.
- Life coverage may be purchased for spouse up to \$150,000, and for eligible dependent children (\$2,000, \$5,000 or \$10,000).

#### **Long Term Disability Insurance**

- 180 day waiting period (period of time you must be disabled before benefits begin).
- Benefit is 60% of base salary with a maximum of \$3,000/month
- Benefit continuation to age 65
- The City currently pays 100% of the LTD premium for employees

**Flexible Benefit Plan**

- Medical and/or Dependent care spending accounts may be established that allow an employee to set aside a portion of earnings to pay for unreimbursed medical care and/or dependent care expenses on a pre-tax basis.

**Employee Assistance Program**

- Available at no cost to the employee and family members to provide short-term counseling, referral services, and resources to assist with personal issues.

**Vacation**

The City Administrator is authorized to negotiate vacation schedules for Department Directors. The City recognizes that such professionals have previous years of experience that may be reflected when determining their vacation schedules.

**Paid Holidays & Personal Days**

9 paid holidays: New Year's Day, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and a Floating Holiday for Christmas) and 2 personal days granted on employee's anniversary date.

**Sick Leave**

Sick leave is earned from the first pay period of employment. A full-time employee will earn four hours per each two-week pay period, to a maximum accumulation of 1,040 hours.

**Retirement plan**

The Police Chief shall be covered by the Municipal Fire and Police Retirement System of Iowa, however, the Iowa Code states that a police chief who would not complete twenty two years of service under that chapter, by the time the chief attains 55 years of age shall, upon written request, be exempt from that chapter.

**Continuation of health/dental insurance when no longer employed by the City**

Non-union City employees who are covered by the City's group medical/dental plan and life insurance on the day prior to a defined "service" retirement with MPFRSI or termination of their employment due to a disability are eligible to continue their existing group coverage. The City pays 50% of the premium for non-union employees (including spouse and eligible dependents covered by the plan) who have at least 15 years of continuous service in a position that was eligible for insurance benefits.

**Retirement Health Savings Plan**

Upon retirement by an employee not covered by a collective bargaining agreement with 15 or more years of fulltime employment, the employee will be entitled to 25% of the employee's accrued sick leave, subject to the previously outlined maximum number of hours that may be accumulated. Retirement shall be defined as a "normal retirement" under IPERS, or a "service retirement", "ordinary disability retirement", or "accidental disability retirement" under Section 411 of the Iowa Code or full disability under Social Security. All eligible sick leave payout dollars will be converted into a Retirement Health Savings account on a tax deferred basis.

**Deferred Compensation and Individual Retirement Accounts (IRAs) (Policy 3.14)**

Deferred compensation (Section 457 of the IRS code) is a method to enable public employees to defer federal and state income taxes on a portion of their savings. Taxes are paid on the savings and earnings when withdrawn, usually during retirement, when the employee is presumably in a lower tax bracket.

ICMA (International City/County Management Association) administers the City's deferred compensation plans and both traditional and Roth IRAs. These plans are available for regular employees who are regularly scheduled to work at least 520 hours per year. Employees may elect to contribute to these plans through payroll deductions.

**Department Staffing Information**

Information regarding the City of Marshalltown Police Department can be found online at [www.ci.marshalltown.ia.us](http://www.ci.marshalltown.ia.us).