

**Open to the Public
As of January 9, 2018**

Police Chief – Bureau of Police

Primary Function

Responsible for planning and directing the City of Lancaster's police services and law enforcement activities, including the Patrol, Administrative and Criminal Investigation Divisions with a primary emphasis on the formulation and execution of broad policies and the coordination of work within the department, other City departments and community at large; serves as a member of the Mayor's Executive Leadership Team.

Training and Experience

- Possession of a bachelor's degree from an accredited college or university with a major in Police Science, Criminal Justice, Public Administration, or other related field. Master's degree is preferred.
- Graduation from an advanced training course such as the FBI national academy, Northwestern University School of Police Staff and Command, the Southern Police Institute, or other recognized and equivalent law enforcement training is preferred.
- Fifteen years of progressively responsible police experience, at least ten years of which must be in a supervisory capacity and at least five years at a ranking officer level.

Licenses and Certificates

- Possession of a valid Pennsylvania State Driver's License is required.
- Possession of current PA Act 120 certification or ability to obtain certification within 90 days of appointment.

Comments

- Requires operation of a motor vehicle.
- This position generally maintains a Monday – Friday, day shift schedule. It will require the employee to perform overtime or unscheduled work in accordance with operational demands and this includes emergency response as well as participating in meetings and functions outside of the normal work week.
- This description was prepared to indicate the kinds of activities and levels of work difficulty required of positions in this class. It is not intended as a complete list of specific duties and responsibilities.
- A combination of education, training, and experience will be considered.
- A comprehensive medical examination, drug screening test, psychological examination and extensive background investigation will be required prior to appointment.

Salary: \$121,610.13

Full-Time; Excellent City benefit package

Applications will be accepted until 5 PM on Friday, February 2, 2018. Please submit application and any applicable materials to policechiefsearch@cityoflanasterpa.com.

The City Job Application and full job description are available at www.cityoflanasterpa.com/city-job-listings

The City of Lancaster is an Equal Opportunity Employer



City of Lancaster Job Description

Job Title:	Police Chief	Job Code:	2095 (formerly 1009)
Department:	Bureau of Police	FLSA:	Exempt
Job Grade:	1021	Effective Date:	10/1968
Reports To:	Director/Mayor	Revision Dates:	6/1992; 10/1992; 10/1999
		Revision Dates:	2/2006; 6/2008; 1/2018

Primary Function

Responsible for planning and directing the City of Lancaster's police services and law enforcement activities, including the Patrol, Administrative and Criminal Investigation Divisions with a primary emphasis on the formulation and execution of broad policies and the coordination of work within the department, other City departments and community at large; serves as a member of the Mayor's Executive Leadership Team.

Principle Duties & Responsibilities

1. Develops and implements a forward-looking strategy for the Bureau of Police that keeps Lancaster on the forefront of law enforcement, community engagement and progressive approaches to creating safe and engaged communities.
2. Coordinates efforts with other City departments, including the Fire Bureau, Public Works, and Housing as well as a variety of public and private organizations and citizen groups in developing programs and implementing projects.
3. Plans, organizes, coordinates, and directs all activities of the Bureau of Police; appraises crime prevention and law enforcement problems of the City; develops efficient police solutions and adjusts departmental methods to meet new situations and improve the effectiveness of existing operations, while continuously monitoring and evaluating the effectiveness of service delivery.
4. Responds to major emergencies and directs the Bureau as necessary in conjunction with other emergency services and personnel.
5. Provides reports to the Public Safety Committee of City Council as requested and serves on Traffic Commission.
6. Prepares budget estimates and controls expenditures of Bureau appropriations.
7. Supervises and participates in training of members of the police force in police methods, procedures, and duties, with particular attention to personnel at the administrative and supervisory levels to support the continued development of a leadership pipeline.
8. Formulates Bureau policies and regulations in consultation with subordinate supervisory officers, senior staff, solicitor, and Mayor.
9. Attends public meetings to proactively engage the community; explains the activities and functions of the Bureau of Police; and responds to community concerns as needed.
10. Cooperates with State and Federal officers in the apprehension and detention of wanted persons and other agencies where other activities of the Bureau of Police are involved.
11. Manages overall personnel issues in conjunction with City of Lancaster Bureau of Human Resources including recruitment, hiring, recommended promotions, transfers, and disciplinary actions as needed.
12. Responds to local media inquiries and disseminates vital information to the public.
13. Serves on the board of the Lancaster Police Foundation.

Key Leadership Competencies

The successful candidate will possess a leadership style marked by their ability to provide factually accurate, direct, complete and actionable feedback to others with respect and professionalism. Additionally, they will not be afraid to take action when necessary.

Underscoring this style is integrity. The successful candidate will be known as someone who is trustworthy and seen as an individual who genuinely cares and is motivated by service to the community.

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A track record in building effective teams marked by strong morale, sharing wins and successes, fostering open dialogue and accountability is essential.

Ensuring equity and fairness in all facets of principle duties and responsibilities is critical.

Knowledge, Skills, and Abilities

- Knowledge of best police practices and law enforcement policies, set forth by International Association of Chiefs of Police, current case law, and President’s Task Force on 21st Century Policing.
- Knowledge of Federal, State, and City (including PA Third Class City) ordinances, regulations, laws, and codes.
- Thorough knowledge of supervisory principles and practices, labor relations, training, and discipline of personnel.
- Ability to use logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Knowledge of demographic and geographic characteristics of the community.
- Knowledge of the principles and practices of professional and technical writing.
- Ability to read, analyze, synthesize and interpret data and information. Thorough knowledge of research and analysis methods and techniques.
- Knowledge of computer systems and applicable software and electronic distribution policies. Proven proficiency in the use of software such as Microsoft suite of tools (or similar), Munis (or similar HRIS software) ERP software, records management system, and the ability to learn new software systems.
- Knowledge of and ability to use standard office equipment to include computer, telephone, fax, calculator, photocopier, scanner, printer, etc.
- Proven ability to evaluate the adequacy of procedures, budgets, staffing requirements and programs.
- Proven ability to work as part of a team and to collaborate successfully with others.
- Strong interpersonal, written and oral communication skills.
- Ability to maintain effective working relationships and be respectful of diversity.
- Ability to establish and maintain effective working relationships with City officials and employees.
- Proven ability to maintain strict confidentiality as needed.
- Proven ability to use tact and discretion when dealing with highly sensitive information.
- Proven ability to communicate information and ideas, orally and in writing, so others will understand.
- Proven ability to work well under pressure and to maintain positive interactions.
- Positive interpersonal skills.
- Proven ability to read, write, speak and comprehend English.
- Proven ability to commit to excellence in service and to continuously learn and improve.
- Proven ability to adapt to new or changed situations and to show flexibility in making improvements in work processes and operations.
- Proven ability to exhibit customer-centered behaviors and to focus on customer needs.
- Proven ability to engage in public speaking and media relations.
- Proven ability to safely utilize protective gear, police car, police radio, handgun and other weapons and police equipment as required, handcuffs, first aid equipment, etc as required.

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Environmental Conditions

- Indoors, environmentally controlled work areas.
- Outdoor environment; hot or cold environment for extended periods of time.
- Emergency response actions under stressful conditions and a hazardous environment including hot, dark, tightly enclosed spaces or in proximity to electrical power lines and/or other hazards with high background noise and low visibility.
- Loud emergency sirens and emergency lights, including flashing lights.

Safety Equipment Used or Needed

- Protective gear, police car, police radio, handgun and other weapons and police equipment as required, handcuffs, first aid equipment etc.

Comments

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