



Chief of Community Programs and Services

DEPARTMENT: KCSO - Sheriff's Office
DIVISION: Administration
SALARY: \$164,278.40 - \$208,228.80 Annually
LOCATION: King County Courthouse - 516 3rd Ave, Seattle
JOB TYPE: Appointed
CLOSING DATE: 10/16/22 11:59 PM

SUMMARY:

Who May Apply: This position is open to both current KCSO employees and the public. This position is an Appointed position.

The King County Sheriff's Office (KCSO) is looking for a senior law enforcement professional (Commissioned or Non-Commissioned) to lead their newly created Community Programs and Services Division (CPSD). This new division director position will hold the rank of Division Chief within the Sheriff's Office executive leadership team. This position offers a unique opportunity to lead the development of community programs and to integrate equity & social justice into the work of the Sheriff's Office. As the CPSD Chief, you will also provide leadership of our Communications, Community Engagement, Media Relations, Contracting Unit, and the Community Service Officers. You will also lead the expansion of KCSO co-responder models throughout King County.

The creation and operation of Community Programs & Services Division demonstrates KCSO's belief in and commitment to the evolution of law enforcement. This position will focus on building and expanding KCSO's relationship with community and then use those connections to improve public safety and expand recruiting, alternative policing, ESJ efforts, and communications.

Although the Sheriff's Office generally hires from within for senior leader positions, KCSO is broadening the pool of potential candidates to include those from outside the agency. Division Chiefs report to the Undersheriff (#2 position) in the Sheriff's Office, but there is daily interaction with the Sheriff and other members of the Executive Team. The candidate selected for the assignment will be appointed by the Sheriff.

JOB DUTIES:

- Implementing policy decisions of the Sheriff's Office and supporting the goals, work plan, and community focused initiatives
- Provides effective leadership for division activities and staff to promote efficiency and productivity
- Monitor crime trends and coordinate efforts to reduce crime by leading the development of innovative community-based programs

- Lead evaluation and expansion of law enforcement co responder programs throughout KCSO service area.
- Champion and lead implementation of pro equity programs throughout KCSO.
- Attending meetings with King County Executives, KC Council, KC Police Chiefs and community organizations
- Working with staff to develop progressive and innovative policing programs for improving community/police trust and partnerships
- Developing and leading non-traditional recruiting programs to enhance the diversity of Sheriff's Office employees

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Minimum Education and Experience Requirements:

- Bachelor's degree, preferably in public administration or related field, and progressive leadership experience
- You must have a minimum of 5 years of management level experience as either a civilian or commissioned manager in a medium to large law enforcement agency. The applicant must have a breadth of law enforcement experience in administration and operations
- Or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

Desired Qualifications and Skills:

- Ability to actively engage with the community in a professional and approachable manner that promotes and maintains trust between community and King County government
- Demonstrated ability to lead a police agency at a division director level in implementing community engagement policing strategies, programs and services
- Experience in working with equity and social justice programs and initiatives
- Strong administrative skills
- Demonstrated respect among peers and supervisors
- Excellent organizational, time management, and communication skills
- Adept at delivering prompt and responsive customer service; able to promote the same expectations at all levels in the organization
- Committed to leading, inspiring, and supporting both commissioned and professional staff in their daily work
- Able to work effectively and collaboratively with King County Council, Executive's Office and the Sheriff's Office leadership team
- Able to set an example for and mentor subordinates on successfully working in a team environment
- Ability to look for and implement creative solutions to address concerns by collaborating with human services agencies, police personnel, and community members
- Basic understanding of contracting and police department budgeting
- Willing to attend evening community meetings and other events outside of regular business hours
- Demonstrated abilities as a problem solver
- Self-motivated and takes the initiative to get things done
- Demonstrate knowledge of the unique demographics of King County
- Experience in developing recruiting programs that focus on diversification of the work force

Application Process: To be considered for this position, the following items must be completed. Your cover letter will be evaluated for grammar, punctuation, and clarity.

- King County Application (applying online satisfies this requirement)
- Letter of Interest (Cover letter) detailing how your qualifications and experience meet or exceed the minimum qualifications stated in this job bulletin
- Resume

Selection Process: The most competitive candidates will be invited to an oral board exam/interview tentatively scheduled for the end of October.

Work Schedule: The usual work week for this position is 40 hours per week (weekdays, approximately 8:00 a.m. to 5:00 p.m.) Hours may vary based on business need, and may include some occasional early morning, evening, and weekend hours.

Work Location: This position is based at the King County Courthouse in downtown Seattle.

Timeframe: Interviews will be held at the end of October

Contact Information: If you have questions regarding this recruitment please contact:
Jessica Klein, HR Manager, King County Sheriff's Office
Jessica.Klein@kingcounty.gov
206-263-2543

Supplemental Information:

The mission of the King County Sheriff's Office (KCSO) is to be a trusted partner in fighting crime and improving the quality of life for our residents and guests. The hallmarks of service in the Office are Integrity, Teamwork, Service and Leadership. The KCSO strives to develop trust in our community by demonstrating transparency and accountability. With a commissioned staff of more than 770, we are among the largest sheriff's departments in the country. Our deputies have opportunities to serve in many different communities, including unincorporated King County, numerous contract city police departments, transit police agencies, and so many more.

SUPPLEMENTAL INFORMATION:

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? Come join the team dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

COVID-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.kingcounty.gov/>

Job #2022JK17018
CHIEF OF COMMUNITY PROGRAMS AND SERVICES
MK

King County Administration Bldg.
500 4th Ave. Rm. 553
Seattle, WA 98104
206-477-3404

michelle.kobuki@kingcounty.gov

An Equal Opportunity Employer

Chief of Community Programs and Services Supplemental Questionnaire

- * 1. You must be a current US Citizen or **[Legal Permanent Resident](#)** to apply for civil service positions with the King County Sheriff's Office. Are you now a United States citizen?
 Yes
 No
- * 2. Can you read, write and speak the English language?
 Yes
 No
- * 3. The King County Sheriff's Office maintains a list of automatic disqualifiers for employment. This list can be accessed by clicking on this link **[Automatic Disqualifiers](#)**. Please review the disqualifiers and respond to the following question

before proceeding. **Do you certify that based on your review of the automatic disqualifiers that you are qualified for employment with the King County Sheriff's Office?** Note - This information will be verified prior to scheduling an oral board interview.

Yes

No

- * 4. *The background of all King County Sheriff's Office employees and applicants are thoroughly checked.* The required **background investigation** will review and evaluate driving records, criminal records, criminal behavior, employment histories, military records, personal and employment references, and related information. Candidates who pass the initial background investigation will be required to complete a polygraph, medical and psychological exam. **Are you willing to undergo a background investigation and polygraph and psychological examination as part of the employment process?**

Yes No

- * 5. Do you meet any of the automatic disqualifiers pertaining to **DRUGS**: •As an adult, convicted of any felony drug crime •Any use of heroin or methamphetamines •Any possession or use of GHB (gamma-hydroxybutyrate) or any other "date rape" drug (includes, but not limited to; Ketamine or Rohypnol), including giving it to others •Any use of illegal drugs within three (3) years of application (other than juvenile or one-time experimentation). Illegal drugs include but are not limited to; cocaine, ecstasy, molly, MDMA (club drugs), spice, mushrooms, or Khat, or illegal use of prescription drugs (including steroids). •Illegal use of four (4) or more different controlled substances as an adult within the past ten (10) years •Any instance of manufacturing or cultivating illegal drugs for the purpose of sale or distribution •Use of any illegal drugs while employed in a criminal justice capacity •Obtaining a prescription under false pretenses •Any instance of illegally using a drug after applying to any Law Enforcement agency •Marijuana use will be evaluated on a case-by-case basis; however, to increase the likelihood of continuing in the hiring and background process, an applicant should not have used marijuana in the last 12 months

Yes No

- * 6. Do you meet any of the automatic disqualifiers pertaining to **DRIVING**: •Conviction of Driving/Physical Control Under the Influence within the last three (3) years •Conviction of Driving/Physical Control Under the Influence more than once will be evaluated on a case-by-case basis •As an adult, conviction of Attempting to Elude, or Hit and Run •As an adult, conviction of Reckless or Negligent Driving 1st degree in the last three (3) years •Driving While License Suspended/Revoked, convictions are reviewed on a case-by-case basis

Yes No

- * 7. Do you meet any of the automatic disqualifiers pertaining to **CRIMINAL ACTIVITY**: •Any adult felony convictions •Any adult misdemeanor conviction for crimes involving theft, violence, or crimes of dishonesty (including, but not limited to, perjury, forgery, impersonation, bribery, witness intimidation/tampering, or tampering with evidence) •All other misdemeanor convictions as an adult within the last three (3) years •Any

conviction for a sex-related crime, including crimes involving a minor or individual with a disability, including pornography •Any instance of required registration as a sex offender, regardless of conviction status •Any conviction for animal cruelty as defined by RCW 16.52.205 •Any conviction for a violation of a court No-Contact, Protection, or Harassment Order •Any candidate currently named as a Respondent in any No-Contact, Protection, or Harassment DV Order

Yes No

* 8. The application for this position requires a Letter of Interest (cover letter) detailing how your qualifications and experience meet or exceed the minimum qualifications stated in this job bulletin. Did you include a cover letter that specifically addresses this position?

Yes No

* Required Question