

**Enumclaw Police Department**  
**Police Commander**  
**Non-Union / Civil Service / Exempt Position**  
**Position / Job Responsibilities**

The City of Enumclaw Civil Service Commission is seeking highly qualified individuals interested in filling the position of Police Commander.

**To promote the Department's values, philosophies, principles, policies and strategies into a form of action that achieves desired results. To administer through Department personnel an array of professional law enforcement services that fulfills the mission and specific purposes of the Department.**

The Police Commander is under the direction of the Chief of Police, plans, organizes, directs, and controls assigned operational activities of the police department. Assumes the responsibility of Acting Police Chief in the absence of the Chief of Police.

This open position is for one of two Commander Positions at the Enumclaw Police Department. The candidate chosen for this position may, during their tenure at the department, serve as either the Operations Commander overseeing Patrol and Investigations, or the Support Services Commander overseeing Dispatch, Corrections and Records. This is at the discretion of the Chief of Police.

**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.
- Establish a framework for implementing department values, philosophies, and principles that provide for an improved quality of life in the community and in the work place.
- Assure and hold personnel accountable to standards of conduct and performance that have foundations in sustained professional excellence regardless of adverse internal or external conditions.
- Provide an atmosphere that encourages teamwork and mutual support recognizing that achievement of department goals is a higher priority than self-centered work products.

- To manage the responsibilities of responding effectively to emergencies, requests for service, directed activities, and problem-solving.
- 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.
- Provides executive and administrative responsibilities to all the Department's established Divisions, Units, Personnel and volunteers.
- May participate in labor negotiations as part of the management team in bargaining sessions, advises the Police Chief on labor issues.
- Performs and/or manages internal investigations as assigned by the Chief of Police.
- Provides for the development and management of the Department's budget, reflecting operational expenditures, investing in improvements of the organization, and measuring organizational activities and accomplishments critical to controlling the resources and operations of the department. This includes use of overtime, time off, work schedules, special events and other department related budgetary obligations.
- Acts as liaison for the Department's technology needs including, computers, radio equipment, audio and video equipment, phones and other technological advancements.
- Provides for the planning and preparation of law enforcement services regarding disaster preparedness and emergency management incidents and training.
- May function as Public Information Officer and/or handle emergency communication involving crisis or unforeseen circumstances which may include writing, editing, and public speaking.
- Audits and reports on the quality of our services to our employees and the public.
- Conducts performance appraisals and other personnel related activities and evaluations as required.
- Develops and implements programs and projects to assure quality services are provided. This includes the monitoring of various programs and projects for accuracy and conformance.
- Develops and maintains a good working relationship with department personnel, members of other City Departments, and other Police agencies.
- Reviews, coordinates and responds to various forms of correspondence, prepares reports, provides Council information, and schedules meetings as needed.
- Maintains a positive liaison position with the various City Administrative Offices, including the Office of the Mayor, City Administrator, City Attorney, City Clerk and other City Offices.
- Performs research, reviews codes and ordinances, prepares staff reports, and conducts work load studies as assigned making recommendations as appropriate.
- Attends work on a regular and dependable basis.
- Performs other duties as assigned by the Chief of Police.

**Minimum Qualifications**

- Ten years of current full-time professional law enforcement experience and currently hold the rank of non-probationary Sergeant or higher.
- Washington State Driver's License and driving record acceptable to the City.
- First Level Supervisor course completion with First Level Supervisor certification.
- The candidate must be able to obtain all necessary certifications to work as a Police Officer in Washington State within six (6) months of hire.
- Successfully pass examinations as required by Civil service. This is a multi-part Knowledge, Skills and Ability Test to be administered on March 30<sup>th</sup> in Enumclaw, WA.

**Salary**

- \$9104-\$11,197 DOE

**To Be Considered**

- A City of Enumclaw Job Application available on city website, Cover Letter, and Curriculum Vitae addressing minimum qualifications needs to be submitted to [kgarrett@ci.enumclaw.wa.us](mailto:kgarrett@ci.enumclaw.wa.us) by 5:00 p.m. March 8<sup>th</sup>, 2021