



CITY OF | **UPPER
ARLINGTON**



The City of Upper Arlington, Ohio invites your interest in the position of
Police Chief



Why Upper Arlington?

The City of Upper Arlington is a first-ring, primarily residential suburb of Columbus, Ohio. Founded in 1918, and just under 10 square miles in size, Upper Arlington is called home by more than 33,000 residents, with multiple generations of the same family to be found in close proximity to each other. They value its strong sense of tradition and community, excellent school system, beautiful neighborhoods with mature street trees and the many exceptional safety and City services that are provided by a dedicated City staff of 224 full-time employees.

Over the decades, the community has often been a leader in setting the standard for quality of life expectations. The City boasts an extensive and well-used network of community parks with a rich variety of active and passive recreational opportunities. Community gatherings and celebrations are the standard, not the exception here, including a resident-driven Fourth of July parade and festival, the region's premier one-day arts festival over Labor Day Weekend, summer concerts and more.

UA Residents



Population



Median Age



Bachelors Degree

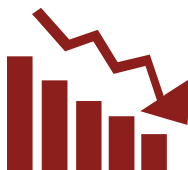


Household Income



Predominant Occupations

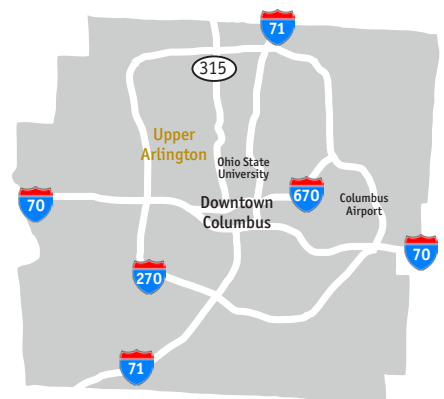
- Management/Arts/Sciences 65.5%
- Sales & Office Work 20.4%
- Service 7.8%
- Production & Transportation 2.4%
- Construction & Maintenance 2.3%
- Other 1.6%



Unemployment Data

The local unemployment rate for the year was **2.7%** in 2017, compared to a State rate of 5%. Data from previous years indicates that the local rate typically runs approximately 2% below the State average.

Location



Upper Arlington is a premier suburb found in the heart of Central Ohio, with easy access to The Ohio State University, the 315 corridor, Battelle, major research hospitals, shopping districts such as Polaris and Easton and much more.

City Services



Police Safety Services:
patrol, communications, detective bureau, community relations and education



Fire Safety Services:
fire, emergency medical services, fire prevention and inspections, community relations and education



Public Service:
engineering, streets maintenance/signage, snow removal, leaf collection, street and traffic lights, storm sewer and sanitary sewer maintenance



Parks & Recreation:
parks maintenance, youth/adult senior programming, special events, cultural arts, aquatics, tennis, forestry, community beautification



Finance:
responsible for a \$69 million total city budget, \$44 million operating budget, audit and maintenance of City financial records and accounts including assets and liabilities

The Position

Job Responsibilities:

Under administrative direction of the City Manager, the Chief of Police plans, directs, organizes, and administers the operations and staff of the Police Division. **Salary Range: \$89,079 - \$124,711**

Essential Functions:

1. Upper Arlington is known for its active and well-informed community members. The Police Chief will be expected to speak publicly on behalf of the City at public events and address police activities in a way that demonstrates respect for a variety of perspectives and backgrounds. The Police Chief promotes public understanding and acceptance of divisional policies through frequent interaction with citizens and/or groups.
2. The Police Chief should be adept at the day-to-day operations and administrative functions of an organization comparable to the City of Upper Arlington. The Police Chief provides an overall direction and strategic guidance for short, medium, and long-range planning. The Police Chief develops and recommends the operating budget of \$9 million for the department; monitors and administers approved budget, oversees all administrative and fiscal activity including approval of payroll, overtime, and final approval for all employee leave requests, except where the City Manager has final authority, (e.g., leave without pay); ensures department meets CALEA standards; administers collective bargaining agreement and participates in applicable labor relation activities.
3. The Police Chief oversees a department of approximately 50 civilian and officer personnel. Recommends hiring, rewards, discipline and firing; conducts inquiries into complaints of misconduct in the performance of duty by a division member; takes steps to correct problems as outlined in divisional procedures; maintains ethical and professional standard of conduct of police division employees. The division is divided into three bureaus, each supervised by a lieutenant who reports directly to the Police Chief.
4. In collaboration with the Fire Chief, develops and implements plans for major disaster and emergency situations; collaborates with local school district to implement safety plans, oversee school resource officers and develop and implement plans for school emergency situations
5. Directs patrol, investigative, and other law enforcement activities such as enforcing laws, protecting citizens and their property, responding to requests for assistance, administering first aid, conducting searches, arresting suspects, etc.
6. The Police Division recently consolidated its 911 Dispatching operations. This merger with a collection of neighboring suburban communities has opened up opportunities for collaboration, especially in areas of technology. The Police Chief should be adept at recognizing and leveraging these opportunities to improve service levels both internally and to Upper Arlington's residents and maintain present partnerships with other external agencies (e.g., County EMA, Sheriff's Office, etc.).

Qualifications

- Bachelor's degree from an accredited four-year college or university in Criminal Justice, Business Administration, Public Administration, or a related field (preferred)
- Six or more years of progressively responsible experience or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position

Licensure or Certification Requirements

Must possess a valid state of Ohio driver's license and maintain insurability under the city's vehicle insurance policy; Ohio Peace Officer certification; LEADS certification and specific training certificates as required by assignment (i.e., firearms, evidence, radar).

Knowledge, Skills & Abilities

Knowledge of: City, Department, and Division goals and objectives; *City, Department, and Division policies and procedures; *personnel rules and regulations; workplace safety; government structure and process; budgeting; purchasing; interviewing; correctional facility security practices, procedures, and equipment; intake procedures; LEADS computer operations; public safety radio dispatching procedures; 911 terminal operating procedures; two-way radio operations; traffic control; criminology; investigation techniques; arrest procedures; law enforcement procedures and methods; techniques of collection and preservation of evidence; federal, state, and local laws; law enforcement administration; surveillance techniques; search and seizure; security practices and procedures; uniform criminal recording codes; criminal justice; criminal law; labor relations; personnel administration; government operations; public administration; public relations; media relations; records management; supervisory principles and practices; manpower planning; employee training and development; project management.

Skill in: computer operation; use of modern office equipment; motor vehicle operation; operation and care of firearms; use or operation of police equipment; use of restraint devices.

Ability to: carry out instructions in written, oral, or picture form; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving few variables within familiar context; deal with many variables and determine specific action; recognize unusual or threatening conditions and take appropriate action; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations; complete routine forms; prepare routine correspondence; prepare accurate documentation; compile and prepare reports; use proper research methods to gather data; respond to routine inquiries from public and/or officials; communicate effectively; understand a variety of written and/or verbal communications; gather, collate, and classify information; maintain records according to established procedures; answer routine telephone inquiries; cooperate with co-workers on group projects; develop and maintain positive effective working relationships; resolve complaints; maintain fitness standards; subdue and/or restrain criminals/prisoners; recognize safety warnings.

*indicates developed after employment

"I've always been attracted to working in local government because of the tangible nature of the work and the opportunity to have a meaningful impact on the lives of individuals. Upper Arlington is a fantastic place to work, with residents that care deeply about their community, and staff that work incredibly hard to maintain a high-level of service for citizens within Upper Arlington."

Dan Ralley, Upper Arlington's Assistant City Manager



Benefits

- Paid Leave: Vacation, Sick, Personal, Holidays, Bereavement
- Health Insurance: Choice between Traditional PPO plan and High Deductible Plan with a Health Savings Account
- Dental Insurance with Delta Dental of Ohio
- Vision Insurance with Eyemed
- Group Term Life Insurance with option to purchase supplemental coverage
- Voluntary Pet Insurance
- Service Credit Compensation
- Deferred Compensation Savings Plans
- Wellness Program
- Employee Assistance Program



How to Apply

- Applications will be accepted electronically by The Novak Consulting Group at thenovakconsultinggroup.com/jobs.
- Applications are subject to Ohio's public information laws.
- Applicants first complete a brief online form and then are prompted to provide one document (Word or PDF) that includes a cover letter and resume.
- Open until filled with first review of applications on November 9, 2018.



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www.upperarlingtonoh.gov



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