

CITY OF NICOMA PARK

JOB ANNOUNCEMENT

CHIEF OF POLICE

The City of Nicoma Park, OK (pop. 2,393) is seeking resumes for the position of Chief of Police. Nicoma Park is located in Oklahoma County and comprised of approximately 3.5 square miles. The Nicoma Park Police Department was established in 1959 and currently has seven full-time officers, one part-time officer and 20 reserve positions, and including a K-9 Unit and a School Resource Officer. The City of Nicoma Park is bordered by the City of Midwest City and Spencer on the west and the City of Choctaw on the east. The Chief of Police reports directly to the Mayor.

Qualifications:

Candidates for the position should have significant experience in municipal staffing, short and long-term planning, budgeting, personnel management, law enforcement labor negotiations, and community relations. The Chief is head of the department and is responsible for all functions of the agency including, but not limited to, developing policies and procedures, preparation of reports, personnel development, maintaining professional standards for sworn officers, attending meetings as required, and interacting with the public. The Chief also maintains a professional relationship with members of the City Council, boards and commissions, and the public at large.

Qualified candidates for the position must hold a bachelor's degree from a college or accredited university, a master's degree in related areas is desirable. CLEET Intermediate and Advanced Certifications are preferred. Candidates must have at least 10 years of full-time law enforcement experience. FBI National Academy or equivalent advanced training is desired. Candidates should possess experience with labor relations and contract negotiations. A working knowledge of technology, data networking and data storage, 911 communications, video monitoring and other police systems is required. Selected candidate must be willing and able to complete the OACP New Chief and Command Staff Training within one year of appointment. Only CLEET certified officers will be considered for the position. Salary range for the position is \$40,000 to \$45,000, based on experience and qualifications. The position comes with a very competitive benefits package and includes use of a vehicle.

The Chief will be a hands-on working Chief, an excellent manager, able to develop and administer the department budget, set clear expectations and model accountability, mentor and develop staff, and ensure a professional workplace for all personnel. The Chief is expected to attend council meetings, major accidents, crime scenes and community events. The process will include an initial eligibility screening followed by interviews which will be conducted by the Mayor and a selected committee. The selected candidate will undergo a thorough background check.

How to Apply

The Application Packet for the City of Nicoma Police Chief position must contain the following:

1. Cover letter detailing relevant information the candidate wishes to highlight;
2. Resume with salary history;
3. Professional references;
4. Copies of transcripts and a copy of your Driver's License; and
5. A writing sample, 250 words or less, in response to the following question: What in particular about the City of Nicoma Park encouraged you to apply for the position and the rationale why you should be selected as the next Police Chief to lead the department.

Submit your Application Packet no later than **October 23, 2015**, to the City Clerk, City of Nicoma Park, P.O. Box 250, Nicoma Park, OK 73066.

The City of Nicoma Park is an Equal Opportunity Employer