



Police Chief Position Profile City of Champlin, Minnesota



Position Overview

The City of Champlin is seeking a Chief of Police to oversee police administration, patrol, investigations, training and operations. The Chief of Police is responsible for protecting life and property, maintaining security and order, and preserving the general welfare of the community.

Hiring Salary: \$84,498 to \$105,622 plus comprehensive benefits package. Salary commensurate with qualifications and experience.

Ideal Candidate Qualifications

The ideal candidate will demonstrate a leadership and management style that conveys integrity, vision, collaboration, fairness and consistency.

Successful candidates will possess a 2 – 4 year degree in a relevant field from an accredited college/university, an advanced degree and/or completion of senior level management program is highly desired (FBI Academy, St. Thomas, etc.); Minnesota POST Board License; at least 10 years of law enforcement experience with a record of progressive advancement; 5 years of direct supervisory/management experience; emergency management certification; strong communication, organization, and modern management skills, as well as proven integrity in working with members of both the community, city administration and police department.

Successful candidates must have a comprehensive knowledge of current issues in police management and the principles of public administration, knowledge of laws and ordinances pertaining to constitutional, statutory, and procedural law and civil liability. In addition, successful candidates must possess the ability to organize, direct, and control police affairs consistent with the requirements of federal/state laws, local municipal codes, and local ordinances.

Knowledge, Skills & Abilities

- Demonstrated ability to effectively manage and lead a progressive public safety department using a service philosophy.
- Demonstrated experience in effectively establishing and maintaining positive, professional working relationships with Council, City Administrator, peers, direct reports, citizens, business owners and key customers.
- Demonstrated experience effectively supporting the Police Departments service philosophy by providing timely and accurate information, assessments of available options and recommended courses of action to the City Administrator and City Council.
- Demonstrated experience effectively developing and administering operating budgets and allocating resources consistent with City Council priorities.
- Demonstrated experience managing staff, providing information and resources to assist in the performance of their duties, and providing performance feedback effectively and consistently.
- Demonstrated experience effectively leading by example, providing staff with a clear direction as well as opportunities for learning and development.
- Demonstrated experience in building and maintaining effective working relationships with community based organizations as well as those working with other agencies.
- Demonstrated experience representing the City in a professional manner, in a variety of internal and external forums.
- Demonstrated experience effectively using verbal, written and non-verbal communication skills. Ability to express information clearly, honestly and openly, using a communication style that demonstrates accessibility to the City Administrator, City Council, staff and the public.
- Demonstrated experience working with/leading Emergency Management & Preparedness initiatives.

Professional Challenges & Opportunities

A variety of professional challenges and opportunities await the new Police Chief including:

- Demonstrating a balance in meeting the needs of the residents, department staff, City staff, City Administrator and Council.
- Demonstrating the ability to build and maintain trust and open communication.
- Providing effective training for officers and leadership staff.
- Demonstrating the ability to provide consistent, professional, collaborative, and fair leadership.
- Developing, communicating, implementing the mission, vision and core values for the staff to follow.
- Negotiating labor agreements with the Department's three collective bargaining units.

The Department

The Champlin Police Department is state-of-the-art public safety facility located at 11955 Champlin Drive and provides 24-hour service for our community. The Champlin Police Department is composed of 4 Civilian Support Staff, 2 Community Service Officers, 25 Sworn Officers including 4 Sergeants, 1 Deputy Chief, and 1 Chief. Champlin Police Officers are dispatched via the Hennepin County Sheriff's Department Communication Division located in Golden Valley, Minnesota.

The Government

The City of Champlin operates under a Council-Administrator form of government. The City Council is comprised of a Mayor who serves a two-year term and four Council Members who serve four-year terms.

The City Administrator enforces the policies established by the City Council and manages all municipal operations.

The City of Champlin Mission Statement & Key Strategic Goals

To respond to the ever-changing needs of our community and its residents; and to ensure their financial and personal security through guided quality growth, innovation, and the efficient use of resources.

Strategic Goals

- To ensure the safety and sense of well-being of our residents, business owners, and their property.
- To provide the highest quality customer service in the most cost-efficient and effective manner.
- To diversify our tax base through guided, high-quality development.
- To ensure the community is informed by taking a proactive approach to citizen communications.

The Community

Champlin is located in northern Hennepin County on the west bank of the Mississippi River about 17 miles northwest of Minneapolis. The City is approximately 8 square miles in size and has approximately 25,000 residents. It is bounded by the Mississippi River on the east and north, Brooklyn Park and Maple Grove on the south, and Dayton and the Elm Creek Park Reserve on the west.

Application Process

To apply for this position, please contact Lisa Lynn for an Application Packet.

**Lisa Lynn
Lynn & Associates
8207 Bryant Avenue South
Bloomington, MN 55420**

**Phone: 612-619-6315
Fax: 952-955-6095
E-mail: Lisa@lynn-and-associates.com**

Ms. Lynn will then email you an Application Packet to complete and return.

Application Deadline: January 28, 2011

Anticipated Timeline

Closing Date: January 28th, 2011

Meet & Greet: February 8th

First interviews: February 21st

Finalist Assessment/Interviews: March 7

Appointment By City Council: March 28, 2011

Visit www.ci.champlin.mn.us for more information about the City of Champlin.