



A Century of Progress with Pride

POLICE CHIEF
STAFF VACANCY

Position: Chief of Police
Location: Berwyn, Illinois
Salary: Commensurate With Experience
Application Deadline: March 19, 2010

POSITION DESCRIPTION:

The City of Berwyn seeks to fill the position of Chief of Police with an experienced police professional. The City of Berwyn has a highly diverse population of approximately 55,000 residents and is served by a 106-member police force. The primary responsibilities for the new Police Chief will be organizing and directing the activities of the Police Department along with the continued development of the department. The Chief will be expected to be involved in more than just the operations of the Police Department. He/she will be required to initiate and maintain a healthy relationship with the community at large. The new Chief of Police must sustain a leadership role in the community, actively soliciting input from the community regarding decisions affecting public safety and law enforcement in Berwyn. The Police Chief reports to and consults with the Mayor and City Administrator in determining plans and policies to be observed in police operations. Except for general administrative direction, the incumbent works independently with performance evaluated on results achieved.

ESSENTIAL FUNCTIONS:

- Plans and directs the implementation of the department's short- and long-term goals, objectives, and strategies.
- Writes reports on departmental activities and supervises others in the preparation of reports to the Mayor and Council.
- Presents budget estimates, controls expenditures of departmental appropriations, and establishes operational standards for the department.
- Directs police training programs.
- Represents the Police Department in all significant public relations matters.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

REQUIRED ABILITIES:

6700 West 26th Street Berwyn, Illinois 60402-0701 Telephone: (708) 788-2660 Fax: (708) 788-2567 www.berwyn-il.gov

- A demonstrated ability to engage a racially, ethnically, and demographically diverse community in working with the Police Department.
- An understanding of the importance of training and staff development, including workforce training in the principles and strategies of both community policing and cultural competency.
- Demonstrated supervisory and management abilities complemented by proficiency in strategic planning.
- A respect and appreciation for diverse points of view and demonstrated effective change management skills.
- Highly developed communication skills and effective interpersonal skills.
- A record of leading by example, building team spirit, inspiring excellence and collaborative decision-making.
- An ability to work in an environment where innovative thinking, improvisation, and personal courage are necessary to deal with crucial issues facing the City and the Department.
- An understanding of the importance of training and staff development, including methods to develop staff for increased leadership opportunities
- Ability to maintain discipline and respect of employees and to lead and command a sworn and civilian multidisciplinary staff in law enforcement and crime prevention activities.
- Ability to perform a broad range of supervisory responsibilities over others.
- Establish and maintain cooperative working relationships with City officials, employees, other law enforcement agencies, boards, commissions, and the general public.
- Produce written documents in the English language, with clearly organized thoughts using proper sentence construction, grammar, and punctuation.
- Communicate with individuals and groups in a face-to-face one-to-one setting or by telephone.
- Understand community and social conditions to determine needs.
- Ability to maintain moral integrity.

EXPERIENCE AND TRAINING:

Fifteen years of experience in modern police work which has afforded progressively responsible experience in a variety of police functions including major command responsibilities, supplemented by formal training in police administration and scientific methods of crime detection, and a bachelor's degree in a related field. Other combinations of experience and education that meet the minimum qualifications may be substituted.

APPLICATIONS:

May be obtained at Berwyn City Hall, 6700 W. 26th Street, Berwyn, Illinois 60402 and at the city website www.berwyn-il.gov. All applications must be returned to Berwyn City Hall by 5:00 PM on March 19, 2010.

AN EQUAL OPPORTUNITY EMPLOYER:

All City of Berwyn applicants will be afforded equal employment opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, citizenship status, age, physical or mental disability unrelated to ability, sexual orientation, military status or unfavorable discharge from military service.

