

CITY OF CANBY JOB ANNOUNCEMENT

Internal & External Recruitment

Police Sergeant / Canby Police Department

Full Time / Non-Exempt / Represented by Canby Police Association

Salary: \$78,552 - \$98,820 / Annual salary, plus City paid PERS and excellent benefit package. Beginning salary DOQ. *Successful candidate may also be eligible for additional incentive and/or certification pay.*

Opens: January 11, 2019

Closes: February 1, 2019 at 5:00 PM

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
zeibera@canbyoregon.gov

SUMMARY AND REQUIREMENTS: The sergeant is responsible for the supervision, coordination and/or facilitation of the ongoing operations of the police department. The sergeant will have direct supervision of the patrol officers working the same assigned shift. In addition to normal supervisory duties, the sergeant is responsible for responding to citizen inquiries about cases and providing investigative support and guidance to the uniform patrol officers. The sergeant will assist in the assigning of cases for investigative follow-up; in coordination with the Detective Unit. The sergeant will assist in coordinating activities with neighborhood groups and organizations, private enterprise, other city bureaus, regional committees and organizations, State and Federal entities. The sergeant will participate in the development of plans or strategies to respond to crime and livability problems or concerns and track the effectiveness of the response. The sergeant will work closely with patrol personnel, detective personnel, prosecutors, outside agencies, citizens, private businesses, neighborhood groups and other city departments to help reduce crime and the fear of crime. *(Refer to full Job Description for additional information and requirements.)*

QUALIFICATIONS:

- Internal Candidates* - Must be a regular appointed officer with the Canby Police Department, who has successfully completed any probation period, and has been a police officer for five (5) continuous years to include two (2) continuous years with the Canby Police Department. **Officers who are currently serving in other specialty assignments may not be eligible for promotion to Sergeant based on certain criteria. Please check with the Chief of Police for eligibility.*
- External Candidates – Must have a minimum of five (5) years of experience as a Police Officer in good standing.
- Proven ability to work with a wide variety of groups and organizations, both governmental and private sector.
- Ability to communicate with all segments of the community.
- Ability to forge cooperation and consensus among such groups.
- Willingness to alter work hours and days off to conform to assorted scheduling tasks.

- Ability to facilitate public meetings of all sizes.
- Must possess excellent written and verbal communication skills.
- Proven ability to take the initiative and accept responsibility for decisions.
- Ability to perform under highly stressful conditions.
- Working knowledge of personal computers.
- Be committed to the concepts and principles of community policing goals and strategies.
- Ability to organize and supervise a team operation.
- Pro-active and self-motivated in their approach to problem solving.
- Proven ability as a motivator.
- No disciplinary history that could be detrimental to effective functioning of this position.
- Prior experience and/or an understanding of investigations and budgeting.

APPLICATION MATERIALS:

Internal Candidates – **Submit a Resume and a Letter of Interest to the Human Resource Department.**

External Candidates - **A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete.** Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013, downloaded from <http://www.canbyoregon.gov/Jobs/jobopenings.htm>, or requested by mail by calling Human Resources at (503) 266-0635.

SELECTION & NOTIFICATION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Additional testing, such as written materials, exercises and panel interviews, may be used to determine a candidate’s qualifications for the position. Prior to hiring, and post conditional job offer, the successful candidate will be subject to a pre-employment background investigation, followed by a psychological exam. Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.