



# CITY OF CANBY OREGON



## POLICE LIEUTENANT

**\$91,284 - \$121,248**

*Annual Salary - Plus Excellent Benefits*

*Apply by*

**September 6, 2018**

*(Open until filled)*



## WHY APPLY?

Located just 20 minutes south of Portland and nestled in the heart of the Willamette Valley, Canby offers all the amenities of a larger city while maintaining its small town charm. Separated from its urban neighbors by a stretch of farmland and rolling hills, Canby residents enjoy a high quality of life with hiking, skiing and sightseeing at nearby Mt. Hood and fishing and boating on the Willamette and Columbia Rivers.

Canby is a diverse and vital community that welcomes families to make their roots and enjoy small town living. Canby offers an excellent opportunity for a talented public safety professional to help lead a well-respected police department. This position provides an experienced leader a challenging and rewarding opportunity to make a difference in a unique community that takes pride in its history and quality of life.

## THE COMMUNITY

Canby is nestled in the heart of the Willamette Valley within the Portland metropolitan region. This Clackamas County community has a total area of 4 square miles and a population of approximately 17,000 residents. Canby is centrally located along the west coast within a 3-hour drive of Seattle/Tacoma, Washington and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho.

Canby is an attractive, growing community whose residents enjoy the beauty of the countryside with city life only a short distance away. Canby values its small town attributes and wants to build on and preserve them. The community takes great pride in its unique identity,



agricultural, historical and river based heritage, strong sense of community; and enjoys a relatively low cost of living when compared to the Portland metro area.

## THE POLICE DEPARTMENT

The Canby Police Department is responsible for providing law enforcement coverage 24 hours per day, seven days a week, which includes phone and walk-in services, patrol, school resource officer, community response, traffic, criminal investigations, drug and gang enforcement, evidence processing and storage, police records management and police administrative services. The department uses a community-based policing approach to provide services with an emphasis on crime prevention and customer service.



The Police Department operates with a budget of approximately \$5.7 million and has an authorized staff of 26 sworn police officers and 4 civilian support employees. The department's 30 FTE's consist of a Police Chief, 2 Lieutenants, one Support Services Administrative Supervisor, 5 Sergeants, 18 Officers, 2 Records Clerks, and 1 Code Enforcement / Property Evidence Officer.

## THE LIEUTENANT POSITION

A second Police Lieutenant position was added to the 2018-2019 fiscal year budget as part of a recent departmental reorganization. Police Lieutenants are senior level management positions, overseeing administrative programs, operations and activities. The positions provide highly responsible and complex assistance to the Chief of Police and will act in the capacity of Chief during his absence.

## THE IDEAL CANDIDATE

The City of Canby is seeking a candidate that is highly ethical, principled and an accountable law enforcement professional. The candidate will have experience in all operational, budgetary, and administrative areas of police work, along with a thorough understanding of and

experience in, cultural competency and community policing philosophy.

In addition to the objective requirements always required for this job (i.e., honesty, integrity, strong, moral character, fiscally responsible, innovative, etc.), the following will be important for the success of the Police Lieutenant: solid community involvement; ability to understand and interact with a multi-cultural community; understanding of and experience in the collective bargaining process; political acumen; articulate and skilled in written and verbal communications and public presentations; consensus builder; ability to make tough decisions; solid understanding of policy development and actions related to personnel; Spanish/English bilingual (preferable); and collaborative.

Candidates will be able to stay current in national policing principles and will have the ability to think strategically about future policing in a growing and challenging community. Candidate will take a proactive approach to police policies and operations. Candidates should have a positive approach to problem-solving and should be innovative in the development of department programs and personnel. Candidates will have demonstrated abilities in respect to holding department personnel (sworn & non-sworn) accountable and to make tough decisions related to personnel actions.

### EXPERIENCE & EDUCATION REQUIREMENTS

The City of Canby is seeking an experienced police supervisor and a strong leader who understands all aspects of municipal law enforcement. He/She must have a proven track record of responsible supervisory law enforcement experience, such as Sergeant, Lieutenant, Captain, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Associates degree or successful completion of ninety (90) quarter hours from an accredited college or university, or the successful completion of the FBI Academy or

Southern Police Institute leadership program, or other professionally recognized law enforcement educational institution. Minimum of ten (10) years of continuous progressively responsible law enforcement experience, including a minimum of four years' service as a police / law enforcement Sergeant, or serving in a higher ranking police supervisory position, with a police / law enforcement agency, preferably with a similarly or larger sized agency. Must meet Oregon Department of Public Safety Standards and Training physical standards. Must possess or be able to attain a DPSST Mid-Management Certificate and a valid Oregon driver's license.

### COMPENSATION & BENEFITS

- **\$91,284 - \$121,248 Annual Salary**
- 2.5% Incentive for Management Certification; 5% [total] Incentive for Executive Certification (for eligible candidates)
- \$250 ORPAT incentive annually (for eligible candidates)
- Paid vacation
- Paid holidays – 11 per calendar year
- Paid sick leave – 96 hours annually
- Administrative Leave – 40 hours per fiscal year
- Participation in Oregon PERS/OPSRP retirement plan. City makes the 6% employee contribution in addition to salary
- Medical, Dental, Vision, and Ortho
- Life Insurance and Long Term Disability
- Deferred compensation plan available

Application materials available at:

<http://www.canbyoregon.gov/Jobs/jobopenings.htm>

All qualified candidates are strongly encouraged to apply by September 6, 2018 (first review, open until filled).

**Apply To:**

**Attn: Amanda Zeiber, Assistant City Administrator**  
**PO Box 930, Canby OR 97013**

[zeibera@canbyoregon.gov](mailto:zeibera@canbyoregon.gov)

**Phone: (503) 266-0625**

**Fax: (503) 266-0699**

**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. Application materials can be downloaded from [www.canbyoregon.gov](http://www.canbyoregon.gov), picked up at Canby Civic Offices 222 NE 2<sup>nd</sup> Ave., Canby OR 97013, or requested by mail by calling Human Resources at (503) 266-0635. Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate will be subject to a pre-employment background investigation, including a criminal check, DMV check and reference checking. The City of Canby is an Equal Opportunity Employer. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.