



BLACK RIVER FALLS, WISCONSIN

A Fine Place to Raise Your Family • A Dynamic Location for Your Business



MEETING NOTICE

TO: Jay Eddy, Mayor / Committee Member
Desiree Gearing-Lancaster, Alderperson / Committee Member
Travis Brown, Alderperson / Committee Member
Gary Ammann, Alderperson / Committee Member

FROM: A. Brad Chown, City Administrator/Clerk/Treasurer/Committee Member

SUBJECT: Hiring Committee Meeting

MEETING DATE: Thursday, January 18, 2024

TIME: 5:30 P.M.

LOCATION: City Hall, 101 South Second Street, Black River Falls, WI

AGENDA:

- 1) Call To Order
- 2) Parks & Recreation Director Position:
 - a. Job Description – Discussion & Possible Action
 - b. Recruitment Notice & Want Ad – Discussion & Possible Action
 - c. Posting/Advertising Locations – Discussion & Possible Action
 - d. Timeline for Advertising, Interviews, & Selection – Discussion & Possible Action
- 3) Chief of Police / Criminal Investigator Position:
 - a. Job Description – Discussion & Possible Action
 - b. Recruitment Notice & Want Ad – Discussion & Possible Action
 - c. Posting/Advertising Locations – Discussion & Possible Action
 - d. Timeline for Advertising, Interviews, & Selection – Discussion & Possible Action
- 4) Adjourn

Posted: January 16, 2024

City of Black River Falls Job Description
PARKS & RECREATION DEPARTMENT

JOB TITLE: Parks & Recreation Director

Department: Parks & Recreation
Reports To: City Administrator / Mayor / Common Council
FLSA Status: Salary / Exempt

POSITION SUMMARY

The Parks & Recreation Director is appointed by the Black River Falls Hiring Committee. Such appointment shall become effective on the approval of the full Common Council. This position is responsible for directing all aspects of the department including long term planning and budgeting, supervising all department employees, and performing other job-related responsibilities and tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

A. PARKS

- Supervise staff members in maintaining all City Parks and the Foundation Trail
- Maintain playgrounds and playground equipment to applicable codes
- Complete safety courses as needed
- Develop an operating budget and a capital budget for city parks
- Coordinate the maintenance of baseball and softball fields and all structures located in, on and around the fields
- Serve as a member of the Jackson County Fair Park Association Board
- Coordinate summer rentals of all Fair Park buildings and winter vehicle storage in Fair Park buildings
- Work with the Wisconsin Department of Natural Resources and the Mississippi River Regional Planning Commission (MRRPC) in developing and maintaining an Outdoor Recreation Plan
- Work with Black River Falls Municipal Utilities and the Street Department to administer the city-wide Forestry Program which includes, but is not limited to, coordinating the planting, trimming and removal of trees along city streets and in city parks
- Work with Karner Blue Garden Club to administer an organized beautification plan for city parks and other areas of interest in the city
- Work with Jackson County Soccer Group on fields/grounds maintenance and development
- Work with UW-Extension and Community Garden Board on maintenance and use of community gardens
- Work with various groups on picnics, social and family functions
- Work with golf course staff and local citizens on the maintenance of the Skyline Golf Course cross-country ski trail

B. SKATING

- Establish skating areas for public use
- Develop an operating budget for rinks and skating
- Serve as a member of the Milt Lunda Memorial Arena (MLMA) Committee to oversee the operation and maintenance of that facility
- Work with Black River Youth Hockey and Black River Falls Figure Skating Clubs on open skate, adult skate and learn to skate programs and maintenance of ice-skating areas

C. Aquatics

- Maintain Aquatic Facilities Operator (AFO) certification
- Develop an operating budget for the Hoffman Aquatic Center
- Maintain and supervise grounds management of the Hoffman Aquatic Center
- Maintain pumps, motors, slides and chemical feeders daily
- Recruit and supervise a Pool Manager for the Hoffman Aquatic Center
- Work with Pool manager in recruiting lifeguards and other staff needed to operate facility in a safe and friendly atmosphere
- Remain knowledgeable on health & safety codes as they apply to aquatic centers/pools

D. Recreation

- Maintain and promote disc golf course and its programming
- Prepare ball fields for game and practice play for adults and youth
- Develop an operating budget for recreation program
- Serve as a board member of Jackson County Little League
- Work with area and community groups in organizing recreational activities that will have a positive impact on city residents
- Work with the School District and individual schools themselves in getting contracts for building usage for approved city recreational programming
- Work with various groups in open gym concepts of programming with recreational facilities available to them
- Work with County 4-H groups in programming events using our facilities

PERIPHERAL DUTIES

- Performs the duties of subordinate personnel as needed
- Analyzes and recommends improvements to equipment and facilities as needed
- Schedules and conducts meetings as needed

EDUCATION / LICENSURE/CERTIFICATION REQUIREMENTS

- High School Diploma or G.E.D. required
- Valid Wisconsin driver license and good driving record required
- Commercial Driver License (CDL) endorsement preferred
- Aquatic Facility Operator (AFO) certification required
- Playground safety certification preferred

KNOWLEDGE AND SKILLS REQUIRED

Knowledge:

- Thorough knowledge of principles and practices of parks & recreation programming and operations
- Thorough knowledge of state statutes, city ordinances and other regulations as they apply to city property and facilities
- Thorough knowledge of city safety policies
- Thorough knowledge of the city's employee handbook
- Knowledge and experience with ice rink maintenance, management, and ice making preferred
- Ability to operate 1-ton truck and trailer combination
- Ability to operate Bobcat brand "Tool Cat" including all available attachments
- Ability to use a variety of hand tools and power tools including but not limited to: mowers, weed trimmers, power saws, and a skillsaw

- Ability to operate machinery including but not limited to: skid steer, end loader, scissor jack, dump truck, compressor, and UTVs
- Ability to wear/use personal protective equipment such as gloves, hard hat, safety glasses, safety vest, steel toed work boots

Skills:

- Excellent interpersonal skills in dealing with the public
- Utilize effective communication skills; be polite, courteous and professional in manner
- Problem identification skills – identifying the nature of problems
- Social perceptiveness skills – being aware of other's reactions and understanding why they react the way they do
- Critical thinking skills – using logic and analysis to identify the strengths and weaknesses of different approaches
- Speech skills – talking to others to effectively convey information
- Active listening skills – listening to what other people are saying and asking questions as appropriate
- Judgment and decision-making skills – weighing the relative risks and benefits of a potential action
- Information gathering skills – knowing how to find information and identifying essential information
- Active learning skills – working with new material or information to grasp its implications
- Information organization skills – finding ways to structure to classify multiple pieces of information
- Writing skills – communicating effectively with others in writing as indicated by the needs of the situation

Abilities:

- Documenting/Recording Information – entering, recording, storing, or maintaining information in written, oral and/or electronic data format
- Resolving conflict, negotiating with others – handling complaints, arbitrating disputes, resolving grievances or otherwise negotiating with others
- Communicating with other workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources
- Operating vehicles or equipment – running, maneuvering, navigating, or driving vehicles or mechanized equipment
- Performing general physical activities – performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs such as in physical handling of persons or objects
- Establish and maintain relationships – developing constructive and cooperative working relations with area groups and other agencies
- Ability to read and interpret documents and laws in the English language
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to stand, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell. Required to regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision must be correctable to 20/20. Weak eye corrected vision can be 20/30. Specific hearing: no more than a correctible 20 decibel hearing loss in either ear at 1000, 2000, 3000 and 4000 hertz.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to wet or dry conditions, outside weather conditions, variations from extreme cold to extreme heat. The employee is exposed to moving parts, high precarious places, fumes or airborne particles, risk of electrical shock, occasional exposure to toxic or caustic chemicals, and vibration, and any other type of environment normal for the course of this job.

WORK SCHEDULE

The normal work week is Monday through Friday 8:00am-4:30pm. The Parks & Recreation Director will also be expected to attend the monthly Committee of the Whole meeting, other meetings as needed and work varying hours as needed for parks and aquatic center maintenance, emergencies, and other department business.

This job description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

The City of Black River Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



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RECRUITMENT NOTICE PARKS & RECREATION DIRECTOR

January 18, 2024

The City of Black River Falls, Wisconsin, is accepting applications to fill the position of Parks & Recreation Director. The Parks & Recreation Director is responsible for the administration, direction and coordination of the Black River Falls Parks & Recreation Department which includes an aquatic center. The City of Black River Falls has a population of 3,622.

The Department

The Parks & Recreation Department has two full-time employees, 6 part-time parks & recreation employees, and a minimum of 30 part-time, seasonal aquatic center employees.

The Parks & Recreation Department's portion of the 2024 City Operating Budget is set at \$223,712.00. The 2024 Capital Budget for the department is set at \$179,000.00.

The Position

The Parks & Recreation Director has administrative responsibility for effectively and efficiently planning, organizing, coordinating, directing, and managing operations, vehicle maintenance, equipment maintenance, facility maintenance, and all other activities of the Parks & Recreation Department.

The Parks & Recreation Director is under the immediate supervision of the City Administrator, and subject to general direction from the Mayor and the Common Council. A detailed position description is available at City Hall and on-line at <https://blackriverfallswi.gov/forms/>.

The Parks & Recreation Director is an exempt, non-represented employee. The normal work week is Monday through Friday 7:00am – 3:30pm. The Parks & Recreation Director is also expected to attend the Committee of the Whole meeting held the third Wednesday of each month and other meetings as needed. The position requires working varying hours as needed for Parks & Recreation Department related business and activities which will include some evenings and weekends.

The position's annual salary is initially established by the City of Black River Falls Hiring Committee and then annually established by the Common Council. The starting annual salary for the position will be \$58,760 – \$67,080 depending on qualifications.

An excellent benefit package including health insurance coverage and retirement benefits under the Wisconsin Retirement System accompanies this position. Additional benefits and optional insurances are available.

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Required Education and Certifications

The Parks & Recreation Director must have a high school diploma or equivalent, possess a valid Wisconsin driver's license, Commercial Driver License (CDL) endorsement preferred, hold current certification as an Aquatic Facility Operator (AFO) or be able to obtain certification within 6 months of hire, certification in playground safety preferred, and have extensive knowledge of the principles and practices of Parks & Recreation Department administration. Preference will be given to an individual with an Associate's Degree or higher in Parks & Recreation Management or related field, and/or additional training or certifications in parks & recreation services and management/supervisory skills.

The ideal candidate for this position should also have a track record focused on strong public service, human relations, leadership, managerial, and supervisory skills. This professional, supervisory position must be able to lead the department to full performance capability and achieve high morale. Qualified candidates should possess the skills for writing grant application submissions & organizing people, projects and schedules on an ongoing basis.

The Recruitment Process

Interested applicants **MUST** submit the following items to the address noted below:

- A cover letter
- A current resume, detailing qualifications for this position
- Copies of all relevant certifications
- At least 3 professional references

The application deadline is 4:30 P.M. on Friday, February 23, 2024. The application review process will begin on **February 27, 2024** and will remain open until the position is filled.

Application materials should be placed in a sealed envelope, addressed as follows, and either mailed or hand-delivered by the deadline noted above to:

City of Black River Falls
Attention: Hiring Committee
101 South Second Street
Black River Falls, WI 54615

Electronic submissions are acceptable and may be forwarded to city.admin@blackriverfallswi.gov.

Applicant names are subject to release pursuant to Wisconsin Statutes, unless confidentiality is requested in writing. Confidentiality cannot be guaranteed for finalists.

The selected candidate will be subject to a background investigation, a physical examination, and drug screen.

Additional questions on this position or on application procedures may be directed to City Administrator via email at city.admin@blackriverfallswi.gov or by phone at (715) 284-2315.

Parks & Recreation Director

The City of Black River Falls is seeking a Parks & Recreation Director with a combination of excellent supervisory skills and extensive knowledge of parks, recreation, and aquatic center procedures to provide innovative, professional leadership to the City of Black River Falls Parks & Recreation Department. A successful Parks & Recreation Director must be able to deal transparently and directly with parks & recreation staff, elected officials, other city staff, and the public.

Responsibilities include working with a variety of youth and adult community groups, developing and administering policies, directing and coordinating all aspects of department operations, administering and preparing the department's annual operating budget, and maintaining an aquatic center.

Candidates must possess a valid Wisconsin driver's license, Commercial Driver License (CDL) endorsement preferred, hold current certification as an Aquatic Facility Operator (AFO) or be able to obtain certification within 6 months of hire, certification in playground safety preferred, and have extensive knowledge of the principles and practices of Parks & Recreation Department administration. Preference will be given to candidates with an Associate's Degree or higher in Parks & Recreation Management or a related field.

A job description and detailed recruitment notice are available on our website at <https://blackriverfallswi.gov/forms/>

The City of Black River Falls offers a competitive salary based on qualifications and experience and an excellent benefit package. All inquiries related to the recruitment and selection process should be directed to Brad Chown, City Administrator / 715-284-5514 / city.admin@blackriverfallswi.gov.

To apply, send a cover letter, a resume, copies of all relevant certifications, and at least three (3) professional references to: City of Black River Falls, c/o Hiring Committee, 101 S. Second Street, Black River Falls, WI 54615.

Deadline to apply is February 23, 2024.

The City of Black River Falls is an equal opportunity employer.

Parks & Recreation Director

Keep our parks clean, well maintained, and inviting while also working side by side with local groups to deliver exciting recreational programs to people of all ages and all walks of life. Experienced parks & recreation professionals won't want to miss this opportunity to utilize their excellent supervisory skills and extensive knowledge of parks, recreation, and aquatic center procedures to provide innovative, professional leadership to the City of Black River Falls Parks & Recreation Department.

What could be better than working with a variety of youth and adult community groups, developing and administering policies, directing and coordinating all aspects of department operations, administering and preparing the department's annual operating budget, and maintaining an aquatic center?

Of course, you will want to make sure you have a valid Wisconsin driver's license, and it would be amazing if you have a Commercial Driver License (CDL) endorsement, certification in playground safety, and happen to be certified as an Aquatic Facility Operator (AFO) or be able to obtain the certification within 6 months of hire. Score extra credit with an Associate's Degree or higher in Parks & Recreation Management or a related field.

Check out the complete job description and detailed recruitment notice on our website at <https://blackriverfallswi.gov/forms/>.

We offer an unbeatable benefits package including full medical, dental, and optical coverage with insanely low deductibles, co-pays, and annual out of pocket maximums, and don't forget about that pot of gold at the end of the rainbow we like to call the Wisconsin Retirement System.

Feel free to reach out to Brad Chown, City Administrator at 715-284-5514 or city.admin@blackriverfallswi.gov if you have any questions related to the recruitment and selection process.

To throw your hat in the ring, send a cover letter, a resume, copies of all relevant certifications, and at least three (3) professional references to: City of Black River Falls, c/o Hiring Committee, 101 S. Second Street, Black River Falls, WI 54615.

Deadline to apply is February 23, 2024.

The City of Black River Falls is an equal opportunity employer.

City of Black River Falls Job Description
POLICE DEPARTMENT

JOB TITLE: Chief of Police / Criminal Investigator

Department: Police Department
Direct Supervisor: City Administrator
Reports To: City Administrator / Mayor / Common Council
FLSA Status: Salary / Exempt

POSITION SUMMARY

The Chief of Police/Criminal Investigator is a Sworn Police Officer appointed by the Black River Falls Hiring Committee. Such appointment shall become effective on the approval of the full Common Council. The Chief/Investigator shall hold office, subject to suspension or removal by the Police and Fire Committee for cause, as defined in the Wisconsin State Statutes §62.13.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the Chief Executive Officer of the Police Department and is the final departmental authority in all matters of police administration and operations
- Has command of all City of Black River Falls Police Department employees
- Obeys all lawful orders of the City Administrator, Mayor and the Common Council.
- Exercises all lawful powers of the office of Chief of Police as provided for in Wis. Statute 62.09(13)
- Issues such lawful orders as are necessary to assure the effective and efficient operation of the Department
- Responsible for general supervision of the police department including planning, research, organization, budgeting, disciplinary actions, scheduling, training, crime prevention programs, and public relations
- Responsible for managing, supervising, directing, assigning, and evaluating subordinates.
- Responsible for meeting the department goals set by the Chief, the Mayor, and/or the Common Council
- Attends Committee of the Whole meetings, union negotiations, public speaking engagements relevant to the department, and other meetings to which assignment and notification are made
- Administration of and compliance with the collective bargaining agreement.
- Maintains all departmental personnel files/records and educational/training files
- Develops short and long term plans and goals for the Police Department
- Hiring, promoting, and disciplining according to the City Employee Handbook, the Police Department Policies & Procedures Manual, and the collective bargaining agreement when applicable
- Develops the Police Department's annual budget subject to Common Council approval
- Prepares and maintains all grants related to the Police Department
- Prepares, publishes, and distributes written directives pertaining to Police Department operations and ensures all directives are added to the department's Policies and Procedures Manual within 7 days of being issued.
- Prepare monthly department report for the Common Council / Committee of the Whole
- Provides an annual report to the Committee of the Whole no later than the third Wednesday in February. The report shall include the types of cases handled and the number of each, number of citizen complaints received and status of each, use of force situations and the status of each, and

the financial accounting for all money raised through fundraising efforts sponsored by the department and/or the union representing the department officers.

- Reviews and endorses case reports submitted by officers under his/her command to ensure they are accurate and meet Department standards
- Conducts background investigations as directed
- Examines scene of crime to obtain clues and gather evidence
- Directs City personnel and outside agencies with regards to the crime scene to secure crime scene integrity
- Testifies before court and grand jury and appears in court as witness
- Ensures that laws and ordinances are enforced and that public peace and safety is maintained
- Cooperates and exchanges information with County, State, Tribal, and Federal law enforcement agencies as appropriate where activities of the Police Department are involved
- Coordinates activities with supervisors and other City departments
- Exchanges information with the District Attorney's Office, Circuit Court, and other government agencies
- Obtains advice from the City Attorney, Administrator, and Municipal Prosecutor's Office regarding cases, policies, and procedures
- Other duties as assigned

PERIPHERAL DUTIES

- Directs investigation of major crime scenes
- Performs the duties of subordinate personnel as needed
- Analyzes and recommends improvements to equipment and facilities as needed
- Schedules and conducts meetings

EDUCATION AND EXPERIENCE REQUIREMENTS

- Minimum of an Associate's Degree in police science or related field
- 10 years of full-time Law Enforcement Service with at least 3 of those years serving in a supervisory position are preferred.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

Knowledge:

- Thorough knowledge of modern law enforcement principles and practices of Police Administration and Criminal Investigations.
- Thorough knowledge of Police Science, organization and operation as applied to field patrol activity, crime prevention, traffic patrol, criminal investigations, and various functional services utilized in police operations.
- Thorough knowledge of modern police communication methods and techniques
- Thorough knowledge of weaponry, public safety, and security operations, rules, regulations precautions, prevention, and the protection of people, data and property
- Thorough knowledge of laws, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process
- Thorough knowledge of state statutes, city ordinances and other regulations which apply to city property and facilities
- Thorough knowledge of the Incident Command System (ICS).

Skills:

- Excellent interpersonal skills in dealing with the public in enforcement situations required
- Utilize effective communication skills; be polite, courteous and professional in manner
- Problem Identification skills – identifying the nature of problems
- Social Perceptiveness skills – being aware of other's reactions and understanding why they react the way they do
- Critical Thinking skills – using logic and analysis to identify the strengths and weaknesses of different approaches
- Speech skills – talking to others to effectively convey information
- Active Listening skills – listening to what other people are saying and asking questions as appropriate
- Judgment and Decision Making skills – weighing the relative risks and benefits of a potential action
- Information Gathering skills – knowing how to find information and identifying essential information
- Active Learning skills – working with new material or information to grasp its implications
- Information Organization skills – finding ways to structure to classify multiple pieces of information
- Writing skills – communicating effectively with others in writing as indicated by the needs of the situation

Abilities:

- Documenting/Recording Information – entering, recording, storing, or maintaining information in written, oral and/or electronic data format
- Resolving Conflict, Negotiating with Others – handling complaints, arbitrating disputes, resolving grievances or otherwise negotiating with others
- Communicating with Other Workers – observing, receiving, and otherwise obtaining information from all relevant sources via contact with supervisors, fellow workers and subordinates, the public, government and other external sources
- Operating Vehicles or Equipment – running, maneuvering, navigating, or driving vehicles or mechanized equipment
- Performing General Physical Activities – performing physical activities that require moving one's whole body, such as in climbing, lifting, balancing, walking, stooping, where the activities often also require considerable use of the arms and legs such as in physical handling of persons or objects
- Establish and Maintain Relationships – developing constructive and cooperative working relations among the county and other agencies
- Ability to read and interpret documents and laws in the English language
- Ability to listen to and understand information and ideas in spoken and written format so individuals may effectively understand and convey communications
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals
- Ability to compute rate, ratio, and percent
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Inductive and deductive reasoning – ability to combine separate pieces of information, or specific answers to problems, to form general rules or conclusions; includes coming up with a logical explanation for why a series of seemingly unrelated events occur together and deciding if an answer makes sense

CERTIFICATES, LICENSES, REGISTRATIONS

- Possess and maintain valid Wisconsin Driver's License that will allow unrestricted performance of Patrol Sergeant duties
- Maintain up-to-date certifications, licenses, and registrations.
- Must meet all the requirements of the State of Wisconsin Law Enforcement Standards Board and hold current certification as a Law Enforcement Officer in the State of Wisconsin.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is regularly required to stand, walk, use hands to finger, handle or feel objects; reach with hands and arms, hear and talk. The employee frequently is required to run, sit, stoop, kneel, crouch, crawl, climb, balance, taste and smell. Required to regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Vision must be correctable to 20/20. Weak eye corrected vision can be 20/30. Specific hearing: no more than a correctable 20 decibel hearing loss in either ear at 1000, 2000, 3000 and 4000 hertz.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee is regularly exposed to wet or dry conditions, outside weather conditions, variations from extreme cold to extreme heat. The employee is exposed to moving parts, high precarious places, fumes or airborne particles, risk of electrical shock, occasional exposure to toxic or caustic chemicals, and vibration, and any other type of environment normal for the course of this job.

WORK SCHEDULE

The normal work week is Monday through Friday 8:00am-4:30pm. The Chief/Investigator will also be expected to attend the monthly Committee of the Whole meeting, other meetings as needed and work varying hours as needed for investigations and other department business.

This job description should not be interpreted as all inclusive. It is intended to identify major responsibilities and requirements of the job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated on this description.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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CHIEF OF POLICE / CRIMINAL INVESTIGATOR RECRUITMENT NOTICE

January 18, 2024

The City of Black River Falls, Wisconsin, is accepting applications to fill the position of Chief of Police/Criminal Investigator. The Chief of Police/Criminal Investigator is responsible for the administration, direction and coordination of the Police Department and a volunteer Community Service Officer program. The City of Black River Falls has a population of 3,622 and maintains 24-hour law enforcement coverage.

The Department

The Police Department has 7 full-time employees, 4 part-time employees, and 1 volunteer. Full-time staff includes the Chief of Police/Criminal Investigator, 5 full-time Patrol Officers, and an Administrative Assistant. The part-time staff includes 4 part-time Patrol Officers. The volunteer staff includes 1 non-sworn Community Service Officer.

The 2024 Operating Budget for the department is set at \$785,693.00.

The Position

The Chief of Police/Criminal Investigator has administrative responsibility for effectively and efficiently planning, organizing, coordinating, directing, and managing operations, fleet maintenance, and all other activities of the Police Department.

The Chief is under the immediate supervision by the City Administrator, and subject to general direction from the Mayor, and Common Council. A detailed position description is available at City Hall and on-line at blackriverfallswi.gov/forms.

The Chief is an exempt, non-represented employee. The normal work week is Monday through Friday 8:00am – 4:30pm. The Chief of Police/Criminal Investigator is also expected to attend the Committee of the Whole meeting held the third Wednesday of each month and other meetings as needed. The position requires working varying hours as needed for law enforcement activities and other department business.

The position's annual salary is initially established by the City of Black River Falls Hiring Committee and then annually established by the Common Council. The starting annual salary for the position will be \$58,760 – \$67,080 depending on qualifications.

An excellent benefit package including health insurance coverage and retirement benefits under the Wisconsin Retirement System accompanies this position. Additional benefits and optional insurances are available.

Required Education, Experience and Certifications

The Chief of Police must have a high school diploma and a minimum of an Associate's Degree in police science or related field. Preference will be given to an individual with additional post high school education and/or additional training or certifications in law enforcement and management/supervisory skills.

The successful candidate **must have at least 10 years of full-time law enforcement service** with at least 3 of those years serving in a supervisory position, possess a valid Wisconsin driver's license, hold current certification as a law enforcement officer in the State of Wisconsin, and have extensive knowledge of the principles and practices of police administration and criminal investigations.

The ideal candidate for this position should also have a track record focused on strong public service, human relations, leadership, managerial, and supervisory skills. This professional, supervisory position must be able to lead the department to full performance capability and achieve high morale. Qualified candidates should possess the skills for writing grant application submissions & organizing people, projects and schedules on an ongoing basis.

The Recruitment Process

Interested applicants **MUST** submit the following items to the address noted below:

- A cover letter
- A current resume, detailing qualifications for this position
- A copy of most recent DJ-LE-330 form

The application deadline is 4:30 P.M. on Friday, February 23, 2024. The application review process will begin on **February 27, 2024** and will remain open until the position is filled.

Application materials should be placed in a sealed envelope, addressed as follows, and either mailed or hand-delivered by the deadline noted above to:

City of Black River Falls
Attention: Hiring Committee
101 South Second Street
Black River Falls, WI 54615

Electronic submissions are acceptable and may be forwarded to city.admin@blackriverfallswi.gov.

Applicant names are subject to release pursuant to Wisconsin Statutes, unless confidentiality is requested in writing. Confidentiality cannot be guaranteed for finalists.

The selected candidate will be subject to a background investigation, a physical examination, drug screen, and a psychological evaluation to determine fitness for duty.

Additional questions on this position or on application procedures may be directed to City Administrator via email at city.admin@blackriverfallswi.gov or by phone at (715) 284-2315.

CHIEF OF POLICE / CRIMINAL INVESTIGATOR

The City of Black River Falls is seeking a Chief of Police / Criminal Investigator with a combination of excellent supervisory skills and extensive knowledge of criminal investigation procedures to provide innovative, professional leadership to the City of Black River Falls Police Department. A successful Chief of Police must be honest, straightforward, and be able to deal transparently and directly with elected officials, City staff, and the public.

Responsibilities include research, planning, scheduling, training, disciplinary actions, administering crime prevention programs, public relations, developing and administering policies, directing and coordinating all aspects of department operations and administration, preparing the department's annual operating budget, and leading criminal investigations.

Candidates **must have at least 10 years of full-time law enforcement experience** with at least 3 of those years in a supervisory position, possess a valid Wisconsin driver's license, hold current certification as a Law Enforcement Officer in the State of Wisconsin, and have extensive knowledge of the principles and practices of police administration and criminal investigations.

The City of Black River Falls offers a competitive salary based on qualifications and experience and an excellent benefit package. All inquiries related to the recruitment and selection process should be directed to Brad Chown, City Administrator / 715-284-2315 / city.admin@blackriverfallswi.gov.

To apply, send a resume, cover letter, four (4) professional references, and a copy of your most recent DJ-LE-330 form to: City of Black River Falls, c/o Hiring Committee, 101 S. Second Street, Black River Falls, WI 54615.

Deadline to apply is February 23, 2024.

The City of Black River Falls is an equal opportunity employer.