

# Inviting Applications for Police Chief



Waite Park, Minnesota

# POLICE CHIEF

The City of Waite Park, Minnesota is seeking a new Police Chief ready to serve. The new Police Chief will be a dedicated and ethical team player who can quickly gain the confidence of the community and business owners. The Chief must possess the ability to build community trust through the development of partnerships and use of proven community-oriented policing techniques.

## WHERE MINNESOTA CONNECTS

### Waite Park Police Department Positions

- Police Chief (1)
- Sergeants (3)
- Investigative Sex Trafficking Task Force (1)
- Police Officers (12)
- Reserve Officers (9)
- School Resource Officers (1)
- Investigators (3)
- Community Service Officer (1)
- Police Administrative Assistant (1)
- Community Outreach Specialist (1)
- Records Technician/Evidence (2)
- Administrative Assistant (PT)
- Transcriptionist (As needed)

### Full Time Personnel: 26

The expected starting salary for this position  
DOQ (depending on qualifications):  
**\$105,000 - \$126,000**



# ABOUT THE POSITION

To perform this job successfully an individual must be able to perform the essential functions satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

## Essential Functions

- Plans, programs, directs and evaluates the overall operation of the department.
- Supervises and schedules the department's sworn and civilian personnel.
- Develops annual budget proposal and controls budgeted expenses for the department.
- Formulates and implements policy, procedures, rules, regulations and programs for the department.
- Prepares and reviews operational and administrative reports for the department.
- Promotes, assigns and disciplines department personnel.
- Supervises maintenance of records and materials associated with department activities or administration.
- Makes periodic public addresses; meets with the news media for interviews.
- Coordinates and cooperates with other public safety agencies.
- Attends meetings and serves on committees, boards and agencies related to promoting crime prevention and improving public safety issues.
- Responds to calls for service as needed to provide supervisory authority and direct personnel.
- Coordinates the development and implementation of the City's Emergency Operation Plan.

## Minimum Qualifications

- Must possess a Bachelor's degree with coursework in criminal justice, law enforcement, or related field with certifications and licensure as indicated below, with at least ten (10) years of extensive experience working in law enforcement in a department similar to Waite Park or any equivalent combination of education, training and experience. Master's degree is preferred.
- Must have at least five (5) years of supervisory experience.
- Must meet and maintain all MN POST Board mandated certifications and medical requirements.
- Must possess or have the ability to obtain a valid Minnesota driver's license.
- Advanced training in Emergency Management preferred.

# IDEAL CANDIDATE



As a key member of the City Administrator’s Leadership Team, the ideal candidate will demonstrate the ability to embrace change and help guide the community and the department through challenges and opportunities of a growing community. The successful candidate will be expected to establish a vision of excellence, gain credibility and provide consistency in delivery of police services, promote diversity in the department, and motivate others to provide outstanding services to the community. The Police Chief must possess highly developed communication and listening skills with an ability to perform well under pressure and meet deadlines. The successful candidate will have in-depth knowledge and experience in the management of a municipal police department, providing a high level of community engagement and advanced crime prevention and problem-solving practices; and be able to work collaboratively with the other cities in the region. The new Police Chief must be firm, but also compassionate, as well as empathetic when the situation requires it.

## BENEFITS AND COMPENSATION

The expected starting salary for this position DOQ (depending on qualifications) is in the range of **\$105,000 - \$126,000** with a very comprehensive benefits package including:

- Health, dental and vision insurance
- Life insurance policy
- Pension
- Paid time off (personal time, vacation and holidays)
- Take home vehicle and cell phone allowance
- Relocation assistance negotiable



# ABOUT THE CITY

The actual development of Waite Park began in the 1840s as travelers crossed the Sauk River between St. Paul and Breckenridge at a place which became known as "Waite's Crossing". As the population of the area increased ox cart trails were upgraded to wagon trails and later to stagecoach lines. In 1890 James J. Hill, railroad tycoon, purchased 300 acres of land which became home to the Great Northern Railway shops, built between 1890 and 1891. The first street to be developed in Waite Park was 3rd Street, also known as Rockville Avenue. Early employment in Waite Park included jobs with the Great Northern Railroad, granite quarries, and various public and commercial opportunities.

The City of Waite Park operates as a statutory plan A city. This is a weak-mayor form of government with five members selected at-large, including the mayor and four council members. All members including the mayor have equal voting power, and its governing authority is derived by the State Legislature. Under this form of government, the council appoints a city administrator who oversees the daily operations of the city. Council members are elected to four-year terms and the mayor is elected to a two-year term. The city administrator and department directors are a long tenure and collaborative team. The Police Chief reports to the city administrator.



46 Full-Time Regular Employees

15 Part Time Employees

30 Paid On-Call Fire Fighters



\$9M General Fund Budget

\$2M Water Utility + \$2M Sewer Fund

\$2-3M Annual Capital Projects



\$1.3M Annual Local Option Sales Tax

# ABOUT THE COMMUNITY

Waite Park is a thriving, progressive community located in the heart of the St. Cloud, Minnesota region. While the city's population may be just over 8,000, it serves a daytime population of 30,000. The city is well connected by major highways to St. Cloud and the Minneapolis-St. Paul region. Waite Park is a retail and commercial destination for the region with numerous shopping and dining options. In addition, the city has over 30,000 square feet of convention and hotel space.

The city is known for its recreation with numerous parks and trails. Rivers Edge Park, a 42-acre park located along the Sauk River, has hosted several regional, state, and national baseball tournaments, and includes walking trails, pickleball courts, and an outdoor fitness court. The city also boasts a connection to the Lake Wobegon state trail and will be adding a future connection to the Glacial Lake state trail. Quarry Park, a 600-acre county facility that attracts over 150,000 visitors annually is located within Waite Park and is open year-round for swimming, hiking, snowshoeing and cross-country skiing, additionally offering incredible views of the region from its observation tower. Quarry Park was also identified as a top 10 swimming hole in the country by Travel Magazine. The granite industry is a rich part of Waite Park's history and development. Two quarries remain in operation today.

Waite Park also hosts the Ledge Amphitheatre, opened in the summer of 2021, housing 5,000 seats. Located between two quarries, with stunning views and easy access from the highway, the venue hosts national and regional musical, comedy, and theater performers, adding to Waite Parks' reputation as a regional destination.

Waite Park is served by the Great River Regional Library and the St. Cloud Area School District. With all of the amenities of a larger city, Waite Park offers an outstanding quality of life for its residents, businesses, and visitors.



# HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, at least five job related references (with email and phone numbers), as well as salary history **no later than February 23, 2023 to [lisaward912@gmail.com](mailto:lisaward912@gmail.com):**

Please direct any questions to Lisa Ward, Senior Associate, Mercer Group Associates, at [lisaward912@gmail.com](mailto:lisaward912@gmail.com) or Cell: 706-983-9326

*The City of Waite Park is an Equal Opportunity Employer. Qualified applicants are considered for positions without regard to age, color, disability, marital status, national origin, race, religion, sex, veteran status, or any other category protected by law. All applications are evaluated based on individual merit. Information must be complete so all applications may be given equitable consideration.*

