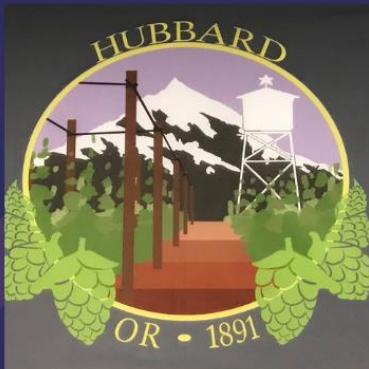


THE CITY OF HUBBARD IS NOW

RECRUITING

Chief of Police

**A Career that Gives
You a lot of Pride &
Benefits**



See full information at:
WWW.CITYOFHUBBARD.ORG



Online Application and Flier:
WWW.CITYOFHUBBARD.ORG

Application Available:
SEPTEMBER 13, 2023

Application Deadline:
OCTOBER 2, 2023 AT 5:30 PM



THE COMMUNITY AND THE CITY

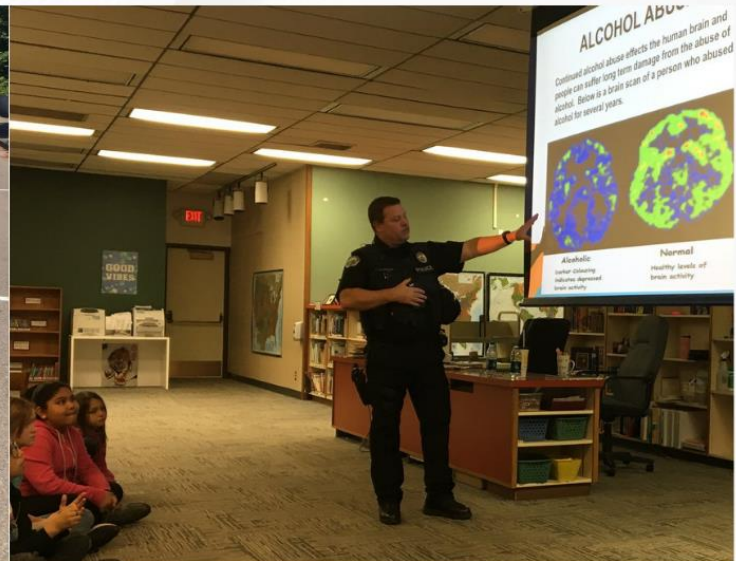
The City of Hubbard, Oregon, is a historic, suburban community with a rural twist, located in the upper Willamette Valley, 22 miles north of Salem and 26 miles south of Portland. This is truly a bedroom community that has all you need within a 30-minute drive. This welcoming city is home to approximately 3,500 residents who are devoted to their community and enjoy the best aspects of a small town while reaping the benefits of a growing community. During the warmer months, residents enjoy taking a stroll through the neighboring city of Woodburn's Wooden Shoe Tulip Farm, Premium Outlet mall, or even Fiesta Mexicana, one of the state's most significant celebrations of Latino culture, food, art, music, and community. With the City's ideal location, you are only an hour from the mountains and ocean, making weekend getaways a breeze. Hubbard is known for its hospitable residents, charming atmosphere, and its annual Hop Festival that attracts visitors from all over the state.

The City operates under a mayor-council form of government. The Council is composed of a Mayor and four Council members elected from the city at-large. The City of Hubbard operates on a 2023-24 budget of \$14.7M and has 16 staff members.



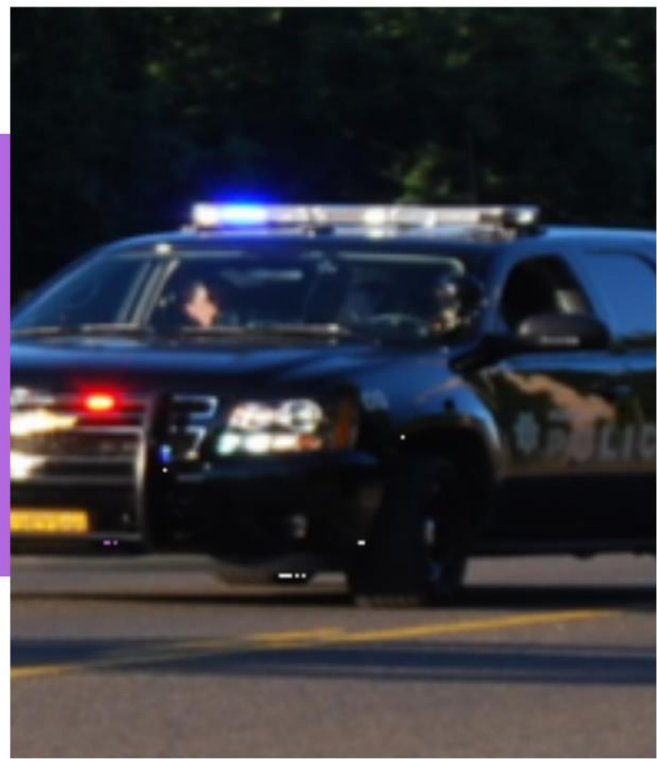
The City departments include the following: City Administrator, Administration, Finance, Utility Billing, Municipal Court, Planning and Land Use, Records office, Police, and Public Works (parks, water, sewer, and streets).

The city approved a new development for a future subdivision, which includes 325 new homes, which will include duplexes, townhouses, single-family residential, and an apartment complex. This will include amenities such as a skate park, green spaces, and parks. Learn more about the city's departments and services at www.cityofhubbard.org/departments.



THE DEPARTMENT

Mission: To maintain peace and enhance the safety and livability of people in our community; through community education and enforcement of the state and municipal laws.



OBJECTIVES

We achieve our mission by providing efficient and courteous service. Provide crime prevention and education programs. Participate in problem solving partnerships with citizens, business, and other agencies to enhance livability and safety in our community. Respond to all citizen complaints.

Hubbard will continue to participate in the following Teams/Networks: Marion County HART - Local multidisciplinary Child Abuse Investigation Team - WSIN - Oregon Association of Chief of Police - Oregon Police Officers Association- Oregon Narcotics Enforcement Association, and Oregon Accreditation.

The Department has made a strong commitment to training officers and initiated a vehicle replacement schedule. The Department is an accredited agency, which is expected to be maintained.

SALARY & BENEFITS

Annual salary of up to \$89,172 - \$108,444 DOE/DOQ*

*Additional incentive pay for 4 year degree, training, and certifications.

- City paid health, vision, and dental insurance for employees and their dependents
- Optional supplemental insurance
- Life/long-term disability insurance
- Vacation-Increase with longevity
- Life/long-term disability insurance
- 12 days of sick leave/11 paid holidays, and one floating holiday
- Oregon PERS/Optional 457 deferred compensation plan

AT A GLANCE

The Department structure includes:

- Chief
- 1 Sergeant
- 4 Police Officers
- Annual operating budget of \$1.4M
- Collective Bargaining Agreement - Hubbard Police Officers Assoc.



THE IDEAL CANDIDATE

STATEMENT OF DUTIES

The Police Chief is a department director position that directs a community-policing oriented department by providing progressive management and leadership. Duties include planning, organizing, staffing, coordinating, budgeting, and reporting all activities of the Police Department. The ability to act independently is a prerequisite in this position. This position requires extensive contact with the public and the person filling this position is expected to be highly involved in the community. Serves as a role model and demonstrates leadership through loyalty in the community and actions to the Hubbard Police Department, City of Hubbard and the public. Addresses the needs of individuals with dignity and respect while actively supporting the mission of the Hubbard Police Department.

The Chief of Police is a contributing member of the City's Leadership Team. The Police Chief makes recommendations to the Mayor and City Council through a City Administrator regarding the policies and resources needed to successfully achieve the city's strategic objectives.

It is the responsibility of this position to represent the City of Hubbard by responding to public, citizens, its employees, and others promptly, professionally and with courtesy. This includes everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Willingness to assist other city staff in the performance of their duties as appropriate. This candidate will be a relationship builder, creative, forward thinking and find opportunities for shared partnerships throughout law enforcement agencies and cities.

The successful candidate should bring a sense of humor and positive attitude and be excited about wanting to build upon a great work culture and supportive team members.



AT A GLANCE

CHALLENGES

- Staffing/Recruitment
- Funding/Budget

OPPORTUNITIES

- Growing Community
- Dedicated staff
- Community Support
- The Chief is leaving a well-managed department



QUALIFICATIONS

MINIMUM:

- High school diploma or GED certificate; and
- Oregon Department of Public Safety Standards and Training (DPSST) certification as a police officer or certification within eighteen months of hire.
- DPSST Advanced Law Enforcement Certificate or higher; and
- Five (5) years progressively responsible administrative experience in the law enforcement field; or
- Two (2) years rank of Police Sergeant or higher; or
- Any equivalent combination of education and experience which provides the knowledge, skills, and abilities to perform the essential functions and responsibilities of the position.
- Ability to obtain and maintain a Management Certificate from DPSST within twenty-four months of hire.
- Possession of a valid Oregon driver license and acceptable driving record
- Have completed no less than 90 education credits as defined in OAR 259-008-0045 (Education MCredits).
- Must reside within a 30 minute response time.
- Meet essential physical abilities as outlined in the job description.

DESIRED

- Bachelor's Degree

To review the full position description, visit the City of Hubbard's website at:

<https://cityofhubbard.org>

For any questions please contact:

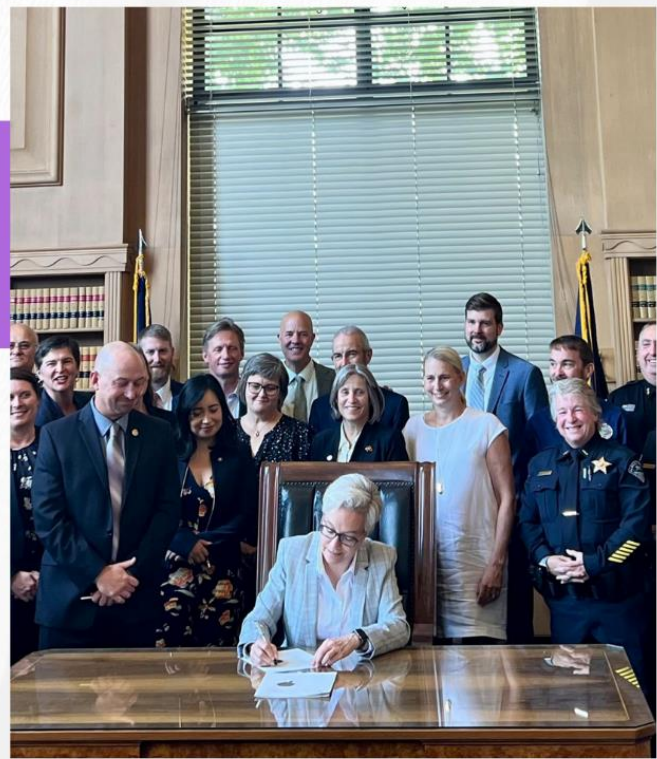
Shawn Waite

City Administrator

503-981-9633 (office)

971-442-3825 (cell)

swaite@cityofhubbard.org



HOW TO APPLY:

For first consideration, apply by October 2, 2023 at 5:30 PM.

Please submit a City of Hubbard application, resume and cover letter.

Applications may be found at <https://cityofhubbard.org>

