

The City of Northwood Police Department is currently looking to fill the position of Police Captain. Those interested should submit a resume to Chief Jeff Zahradnik at jzahradnik@northwoodpolice.com before 4pm on January 31, 2023. A cover letter should accompany this resume explaining why you feel you would be an excellent fit for this position and what you plan to accomplish in this role.

Position Responsibilities

Under the command of the Chief of Police, manages the staff and line operations of the police department; supervises department employees both sworn and civilian with the exception of the Administrative Secretary assigned to the Chief of Police; does related work as required or assigned. The job of a police captain is a public servant position based on public trust, competency, and credibility in the eyes of the people he serves as well as the employees he supervises. It is a critical requirement of this position that the employee has the desire and the ability to perform and behave (on-duty as well as off-duty) in a manner that does not cause damage or endanger the loss of such trust and credibility with the public, the court systems, co-workers, subordinates, the department administration, the city administration, or other law enforcement agencies.

Qualifications

Completion of post-secondary education or equivalent combination of education, training and experience which evidences a comprehensive knowledge of law enforcement practices and procedures; Ohio Peace Officer certification; five to eight years of directly related experience in policing, including four or more years of command or equivalent experience; a thorough knowledge of supervisory methods, and techniques, an advanced knowledge of law enforcement administration. Must meet City residence requirement.

Essential Functions of the Position

Implements and enforces all departmental policy, procedures, orders and directives. In the absence of the Chief of Police, the Police Captain will be in-charge of the operation and management of the police department and will assume all responsibilities, exercise all authority, and perform all the duties of the Chief of Police as directed by the City Administrator of the City of Northwood. Reviews the manner in which all supervisors perform their duties. Reviews all documents and reports generated by the police department. Reviews department policy and procedures and recommends to the Chief of Police corrective measures as required. Is responsible for the training of all department personnel. Assists the Chief of Police with responsibility of the computer records systems and other records and information systems within the police department. Is responsible for all department equipment, records and inventories. Is responsible for the supervision of vehicle tow operations and immobilizations. Assists the Chief of Police with the department payroll records. Manages the work schedules of the staff and line operations. Manages the fleet maintenance of all department vehicles. Reports all matters of importance to the Chief of Police in an expedient manner. Performs additional duties and assignments as required.

Benefits

Salaried Position- \$87,364/ year

2- Personal Days/ year

Vacation dependent on years of service

Paid sick leave

Health & Dental insurance