

Date posted: May 31, 2013

**Employment Opportunity
Internal/External Posting**

**Police Public Information and Accreditation Coordinator
Full Time**

Job Description

This position, under the general supervision of the Chief of Police is responsible for ensuring that the accreditation functions and the Department's accredited status are maintained as defined by the Commission on Accreditation for Law Enforcement Agencies (CALEA). This position is responsible for other administrative functions as assigned by the Chief of Police which include but are not limited to property room inspections, assistance with property destruction, crime analysis and public information officer to include coordination with the City media person. Additionally, this person will strive to create a positive attitude and mutual support between Department members, the City, and assistance from CALEA. The position serves as lead on the Safety Committee.

Requirements

This position requires a bachelor's degree, five (5) years of experience in law enforcement policy development, and three (3) years of supervisory experience. Significant experience in law enforcement and policy development is required, as well as knowledge of an accreditation process (preferably CALEA). Applicants must have excellent written and oral communication skills to interact with all levels of the organization and with the public. The ability to maintain confidentiality is critical.

Salary

Starting pay will be commensurate with experience. Excellent benefit package provided.

Application Instructions

Please apply on line at www.stcharlesil.gov by **Sunday, June 23, 2013**. Thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4415.

The City of St. Charles is an Equal Opportunity Employer.