



*City of*  
**Dilworth**



# **DILWORTH, MINNESOTA**

## **CHIEF OF POLICE**



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## CHIEF OF POLICE DILWORTH, MINNESOTA

### THE CITY

Dilworth, MN is a picturesque suburb of 4,918 residents located three miles from downtown Fargo, ND. Dilworth is a prime residential community that retains its distinctive, small-town charm with large community services and nearby amenities. Tree-lined streets, excellent schools, and ample parks help make Dilworth one of the most desirable family communities in the Fargo-Moorhead metro area (population 250,000+). It is a small, tight-knit community with friendly locals and beautiful scenery.

Since its founding days, Dilworth has made much progress, yet has retained its small hometown atmosphere and remains a wonderful place to live. The city is committed to providing excellence in city services to uphold a high quality of life. Many residents have lived here all their lives and others return because of the sense of community.

Business in the metro area is thriving and provides Dilworth residents with ample employment opportunities, shopping, and entertainment. Walmart is the largest employer in Dilworth employing over 300 people.

### CITY GOVERNMENT

Dilworth is governed by a mayor and four council members, who are elected at large. The mayor and all four council members are elected to four-year terms. The city operates under a Plan A statutory form of government, as defined by Minnesota Statutes.

The City Council hires the City Administrator who oversees a staff of 18 FTEs and 40 part-time or seasonal employees in the departments of City Hall, Community Development, Finance, Fire, Police, Parks, and Maintenance.

### DEMOGRAPHICS

Population: **4,918**

Land Area: **3.21** square miles

County: **Clay**

Median Home Value: **\$318,000**

Median Income **\$71,829**

#### Race in Dilworth

- **87.9%** are White
- **0.8%** are Black
- **0.9%** are Asian
- **1.4%** are Native American
- **0.0%** claim Other
- **7.1%** claim Hispanic Ethnicity
- **1.8%** Two or More Races
- **0.0%** Hawaiian, Pacific Islander



## THE POSITION IN BRIEF

The Dilworth Police Department has eight full-time sworn officers including the chief, one community services officer, and one admin staff member. The Police Chief is appointed by the City Council and reports to the City Administrator and serves on the City Administrator's executive leadership team.

The police department enjoys an excellent reputation with the residents and business community; working closely with volunteers and other city departments.

## CHALLENGES AND OPPORTUNITIES

The City is part of a multi-city metro area. Though in a metro area, Dilworth residents enjoy a low crime rate, and is considered a safe community to live.

The new Chief will need to provide a detailed analysis of the department to determine if the staffing levels, priorities, and resources needed will meet future trends.

Maintaining Dilworth as a safe community is imperative to the economic expansion and financial viability of the City. The development of proactive safety programs and proactive policing initiatives must be enhanced to grow partnerships and provide safety education for residents, businesses, and organizations. The Chief must understand the need to work collaboratively with other law enforcement leaders and be open to combining resources to continue the feeling of well-being in the community. Mental health related calls are increasing throughout law enforcement. The new Chief must focus on looking outside of traditional policing methods on how to deal with this new trend.







## EXPECTATIONS AND KEY JOB RESPONSIBILITIES

- Provides overall supervision, leadership, and direction for the department.
- Serves as administrative support in labor union matters for grievances and collective bargaining.
- Provides professional guidance, training, and policy interpretation for all employees in, but not limited to, resolving/improving performance standards and policy.
- Exercises authority over all department staff including hiring, promotion, transfer, discipline, and termination of individual employees within established city policies.
- Investigates or directs internal investigations and resolves complex or sensitive citizen complaints.
- Evaluates the effectiveness and efficiency of the Department.
- Reviews procedures and policies to develop improvements in department operations.
- Evaluates department training needs, staffing needs, budget resources, and management of personnel to achieve department-wide program objectives.
- Develops, maintains, and administers immediate and long-range budgets.
- Forecasts spending, staffing, and revenue levels, and recommends equipment purchases.
- Researches, applies for, and administers grants.
- Recommends and plans long range goals, objectives, organizational structure and overall direction for the Department ensuring the department's strategic goals are met and in accordance with the objectives of the City Council.
- Coordinates law enforcement activities with other departments and outside agencies and organizations.
- Develops strategies to anticipate the community's needs and resolves law enforcement problems through study on impact of changes.
- Manages the departments communications and approves communications specific to the Department to promote public understanding of police work and good community relations.
- Meets and plans with local emergency management personnel to maintain preparedness within the community.
- Represents the Department in major initiatives or as assigned.
- All other duties as assigned.



## CANDIDATE QUALIFICATION CRITERIA

The following education, experience, leadership and management criteria have been identified by the City of Dilworth as important skills and abilities for the successful candidate to possess.

## CANDIDATE EDUCATION AND EXPERIENCE

- Bachelor's Degree in Criminal Justice, Public Administration, Management or related field; (combinations of education, experience, and training will be evaluated on a case-by-case basis)
- Ten (10) years law enforcement experience.
- Five (5) years of directly related progressively responsible administrative and supervisory experience.
- Must be a certified Police Officer in the State of Minnesota or obtain certification by the date of hire.
- Must possess a valid driver's license.
- Management level program completion through the FBI-National Academy, Northwestern University Center for Public Safety, or equivalent program is preferred.



## CANDIDATE QUALIFICATION CRITERIA

The new Police Chief must possess the following traits for their success:

- Be a strong team member with other senior staff, ensuring the mission of the Police Department complements that of all City Departments, and the unified mission is communicated to the residents.
- Be a leader who maintains a significant presence in the Department and be engaged with all department personnel as well as the other City Departments.
- Be a leader by participating in local and county-wide law enforcement groups to enhance the visibility of the Police Department and the City's position.
- Have strong leadership abilities to motivate and interact with police personnel, co-workers, city officials, and all segments of the community and citizenry in an effective and positive manner.
- Be a strong, decisive, results-oriented police manager who develops and mentors all personnel through clear direction, delegates without micromanaging, and maintains accountability.
- Be a leader who takes a flexible, agile approach to problem-solving, searches out all alternatives, and is receptive to suggestions of others before making a decision or recommending a course of action.
- Be a leader who is politically astute and will listen to and understand the viewpoints of the interested stakeholders in the City.
- Possess well-developed leadership skills that demonstrate the ability to make difficult, timely, and sometimes unpopular decisions as well as the ability to listen to, support, and implement subordinate employees' suggestions and ideas when appropriate.
- Be a visionary leader and have the ability to think strategically in assessing the staffing and resources to stay safe in the modern day for the City and the department.
- Be a leader that breaks down silos through the use of excellent communication skills and has a demonstrated track record of working with diverse individuals.
- Have complete personal and professional integrity, honesty, and humility embodying a high sense of professional ethics.
- Lead and motivate by example; encourage high standards of performance and productivity from all Department personnel.
- Be even-handed, fair, impartial, empathetic, and consistent in dealing with all employees in terms of assignments, enforcement of rules, and disciplinary-related actions.
- Be able to quickly gain credibility and respect of Police Department employees, as well as city officials and citizenry.
- Believe in and practice team management, commitment to employee (both sworn and civilian) input and involvement in decision making; have an "open door policy;" be accessible and approachable to all residents.
- Have the ability to work under sometimes stressful conditions, provide strong and effective leadership in such situations, and be able to make tough decisions on the spot when required.
- Be personally committed to and provide opportunities for comprehensive and continual training and leadership development for all police personnel; give personal attention to counseling and career development; and include creating opportunities for training to be utilized in the Department.
- Be self-confident and secure in presenting professional recommendations and opinions to superiors and others in a straightforward, diplomatic manner, while carrying out city policy decisions in a prompt, effective, and impartial manner.
- Be an anticipatory manager who actively seeks solutions to law enforcement problems before they become a more serious problem.
- Use technology and social media to enhance communication with the public and assist in law enforcements efforts to contend with and deter crime.
- Maintain high visibility with all levels of staff and employees by getting out of the Chief's Office and interacting with individuals in their workplaces and in the field; recognize employee contributions as appropriate.
- Be active in the community as a visible city official; personally take part in civic and community activities and events.
- Demonstrate a sense of humor when appropriate.





## COMPENSATION AND BENEFITS

The anticipated starting salary is \$95,000. A comprehensive benefits package includes participation in PERA (Public Employees Retirement Association), health insurance including medical, dental and life insurance. The City also offers paid vacation, holidays and sick leave. The City does not have a residency requirement but there will be a required response time to incidents by the Chief of Police.

## HOW TO APPLY

Interested candidates should apply online by January 2nd, 2024 with resume, cover letter and contact information for five (5) work-related references at [www.GovHRjobs.com](http://www.GovHRjobs.com).

Any questions should be directed to Jon Fehlman, Senior Vice President, GovHR USA, [jfehlman@govhrusa.com](mailto:jfehlman@govhrusa.com) or 615.692.9264 or Frank Kaminski, Vice President, GovHR USA, [fkaminski@govhrusa.com](mailto:fkaminski@govhrusa.com). Dilworth is an Equal Opportunity Employer.

*The City of Dilworth will not discriminate against any employee or job applicant on the basis of race, color, creed, religion, national origin, ancestry, sex, sexual orientation, disability, age, marital status, genetic information, status with regard to public assistance, veteran status, familial status, or membership on a local human rights commission.*