



MT. LEBANON, PA
CHIEF
OF POLICE

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Mt. Lebanon, PA



Mt. Lebanon, PA (Population 34,075) is seeking an exceptional police leader to be its next Chief of Police. The Municipality desires a visionary, progressive, forward-thinking leader with a demonstrated commitment to community engagement and collaborative team building with a history of ethical decision-making and effective management. The Chief must lead from the front by being highly visible in the community and police department.

GOVERNMENT

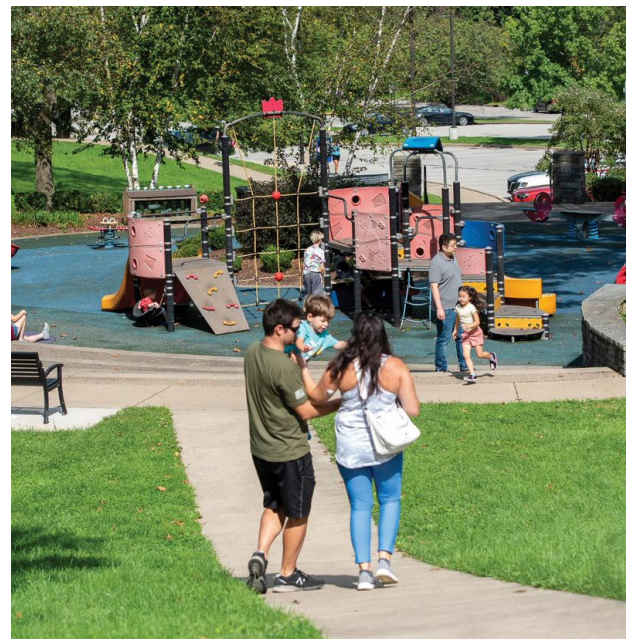
The Municipality of Mt. Lebanon is a forward-thinking, bustling and family-oriented suburb located seven miles south of Pittsburgh. The Municipality is known for its proactive approach to municipal service delivery and holds a Aa2 bond rating from Standard and Poor's, a testament to the Municipality's sound fiscal management. Incorporated in 1912 as Mount Lebanon Township, Mt. Lebanon is now a municipality with home rule status in Allegheny County, PA. The Municipality operates under the Commission-Manager form of government with the Municipal Manager having oversight for daily operations. The Municipality employs approximately 155 people full time in 10 departments with a net budget of \$56.7 million.

COMMUNITY

Mt. Lebanon is known for its excellent schools, vibrant commercial districts, beautiful residential areas and numerous recreational opportunities. Mt. Lebanon enjoys the tranquility of a suburban community with easy access to larger retail markets and employment centers. The community offers a variety of housing options and seeks to develop more housing options into the future. Mt. Lebanon's livelihood has, and will continue to be, tied to its system of transportation, which includes both bussing and light rail options. Residents have easy access to the City of Pittsburgh and many other communities in the surrounding region. Mt. Lebanon is the only first-ring suburb within the Pittsburgh region that offers its residents such an array and extent of options for mobility.

DEMOGRAPHICS

Population: **34,075** (2020 Census)
County (land area distribution): **6.08** sq. mi.
Households: **13,610**
Median Age: **41.7**
Median Disposable Income: **\$115,951**
Average Home: **\$386,413**



COMMUNITY

Mt. Lebanon boasts a strong focus on education with a highly educated population and some of the best public schools in the region. The district has seven elementary schools (grades K-5): Foster Elementary School, Hoover Elementary School, Howe Elementary School, Jefferson Elementary School, Lincoln Elementary School, Markham Elementary School, and Washington Elementary School. The two middle schools (grades 6-8) are Jefferson Middle School and Andrew W. Mellon Middle School. Mt. Lebanon High School serves grades 9-12. The Mt. Lebanon School District is a walking district and school busses are not provided. Keystone Oaks High School is located in Mt. Lebanon, serving the youth of the adjacent communities of Green Tree, Dormont and Castle Shannon. Seton La Salle Catholic High School, a Diocese of Pittsburgh school, is also physically located in Mt. Lebanon. St. Michael the Archangel Parish offers private schooling at its place of worship on Washington Road. The South Hills Catholic Academy is located on the St. Paul of the Cross Parish property and the Mt. Lebanon Montessori School is located on the Bower Hill Community Church property.

Mt. Lebanon provides many recreational opportunities for its residents. Fifteen parks are scattered over 200 acres throughout the community. In addition to the parks, we have an Olympic size swimming pool, open in summer, and a regulation size ice rink and recreation building adjacent to Mt. Lebanon Park on Cedar Blvd. Mt. Lebanon also boasts one of the oldest public golf courses in western Pennsylvania and has several tennis and basketball courts, which are open year-round. Other recreational facilities include a sand volleyball court, bocce courts, platform tennis, a plethora of picnic pavilions and eight children's playgrounds. Mt. Lebanon is consistently ranked as one of the best communities in the region and country in which to live and raise a family. The community has also received some of the highest rankings as one of the safest cities in the Pittsburgh area, the state of Pennsylvania and the United States. Additional information about the Municipality of Mt. Lebanon is available on the Municipality's website: mtlebanon.org.





THE POLICE DEPARTMENT

The Chief of Police is responsible for overseeing the Mt. Lebanon Police Department with 58 full-time employees, 46 of whom are sworn police officers. The department has seven different units including patrol, traffic, investigations, records, community outreach, animal control and parking. Except for the Chief of Police and two Deputy Chief positions, all of the sworn officers are represented through a collective bargaining unit, the United Police Society of Mt. Lebanon.

The Mt. Lebanon Police Department has a rich history that includes highly trained professional police officers who maintain public safety through community policing and law enforcement. The department receives approximately 21,000 calls for service annually, addressing the challenges that arise in the community.

Strategic, flexible and established planning based on citizen needs, crime and statistics allows for a proactive, effective approach to law enforcement. College educated, highly trained professional officers provide a full spectrum of community policing services that include basic patrol services, education and prevention programs, specialized service and enforcement programs, as well as advanced investigative and tactical capability.



MT. LEBANON'S NEXT CHIEF

The Chief serves as a strategic partner with the Municipal Manager's Office to establish goals and objectives focused on the safety and security of the community. The Chief is responsible for overseeing the development and implementation of policies, programs and practices that best serve the needs of the citizens of Mt. Lebanon.

The ideal candidate will be a highly experienced, innovative and engaging law enforcement professional who will embrace and cultivate a culture of continual improvement, community engagement and inclusion. An example of such engagement is the program Coffee with a Cop, a program that brings together community and police in an informal setting. Community members are able to meet their police officers and engage in conversations regarding any community issues. The ideal Chief will be comfortable in continuing to foster such relationships, and seek to expand the Department's community connections, balancing law enforcement and community engagement.

The community is seeking a collaborative, accountable leader with proven executive experience, strong interpersonal skills and a core belief in service to the community. The candidate must be an effective communicator who will continue to build upon the organizational climate and morale as well as maintain the high standards that exist within the Department. The ideal Chief will be a proactive individual with a strong work ethic who will anticipate challenges, recommend innovative solutions and deliver positive outcomes.

The Police Chief position is a highly visible position in Mt. Lebanon requiring well developed leadership abilities and management skills that are based upon consensus building and problem solving as well as a strong desire to work in a collegial, team-oriented environment.



MT. LEBANON'S NEXT CHIEF

Candidates must:

- Be a highly motivated, self-starting and confident individual with excellent leadership and interpersonal skills.
- Be familiar with progressive policing principles and have a demonstrated record of success in developing effective relationships at all levels, both inside and outside of the organization.
- Be committed to an inclusive management style (when appropriate) and employees' professional development.
- Possess a bachelor's degree in criminal justice, business administration, public administration, communications or related field.
- Have at least 15 years' experience in a municipal law enforcement management position. Demonstrated successful experience in progressively responsible supervisory, administrative and managerial assignments in municipal law enforcement, preferably in a suburban community, with a similar socio-economic environment is desirable.
- Have demonstrated experience working cooperatively with other law enforcement agencies and regional task forces to effectively use the department's resources.
- Have successful personnel management and employee relations experience, with a record of dealing fairly with all employees, collectively and individually.
- Be particularly knowledgeable of collective bargaining issues and labor contract administration within a police department setting.
- Have sufficient experience to review organizational structure, staffing and personnel assignments and make changes when appropriate, to ensure departmental capability to carry out its mission and responsibilities in an exemplary manner; use data-driven decision making processes when appropriate.
- Have experience in personally preparing accurate written reports, emails and similar communications, together with effective verbal communication and public speaking skills, including a willingness to make effective oral presentations to a range of community and business groups.
- Have experience in use of information technology as it relates to modern and innovative law enforcement and administrative functions, and the ability to interconnect with municipal-wide technology.
- Be capable of directing the preparation and presentation of the Police Department budget and understanding the principles of government budgeting, including the delivery of police services in an effective, cost-conscious manner.
- Be experienced in addressing internal organizational and personnel issues present in most police agencies as well as have demonstrated ability in addressing these problems in a positive, professional and impartial manner.
- Have experience in creating and working in a management environment where police services work cooperatively with other municipal services, the local school systems and community agencies.
- Have experience resolving citizen inquiries, suggestions and complaints in a participative community and be willing to be accessible and personally respond to unscreened calls to "the Chief."
- Have experience in and be committed to community and neighborhood oriented policing practices and techniques.



LEADERSHIP TRAITS AND SKILLS

- Be a leader who maintains a significant presence in the department and be engaged with all departmental units as well as the other Municipal Departments.
- Be a leader by participating in local and county-wide law enforcement groups to enhance the visibility of the Police Department and the Municipality's position.
- Have strong leadership abilities, motivating and interacting with police personnel, co-workers, Municipal Officials and all segments of the community and citizenry in an effective, positive manner.
- Be a strong, decisive, results-oriented police manager who develops and mentors command staff and subordinate personnel through clear direction, delegating without micromanaging and maintaining accountability.
- Be a leader who takes a flexible, agile approach to problem-solving, searching out all alternatives, and being receptive to suggestions of others before making a decision or recommending a course of action.
- 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 for the Municipality and the department.
- Be a leader who breaks down silos through effective communication and cohesive planning with all Municipal departments.
- Have complete personal and professional integrity and honesty and have a high sense of professional ethics.
- Lead and motivate by example, encouraging high standards of performance and productivity from all Department personnel.
- Be even-handed, fair, impartial and consistent in dealing with all employees in terms of assignments, enforcement of rules, disciplinary and related actions.
- Be able to quickly gain credibility and respect of Police Department command staff, rank and file, and civilian employees, as well as Municipal officials and citizenry.
- Believe in and practice team management, with a 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 stressful conditions, providing strong and effective leadership in such situations and serving as the trusted face of the Municipality during press conferences, community outreach, and other media inquiries.
- Be personally committed to and provide opportunities for comprehensive and continual training and development for all police personnel, giving personal attention to counseling and career development, including creating opportunities for such 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 ultimate Municipal policy decisions in a prompt, effective, and impartial manner.
- Be an anticipatory manager, one who actively seeks solutions to law enforcement problems before they become a more serious problem.
- 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, recognizing employee contributions as appropriate.
- Be active in the community as a visible Municipal Official as well as a citizen, personally taking part in civic and community activities and events.



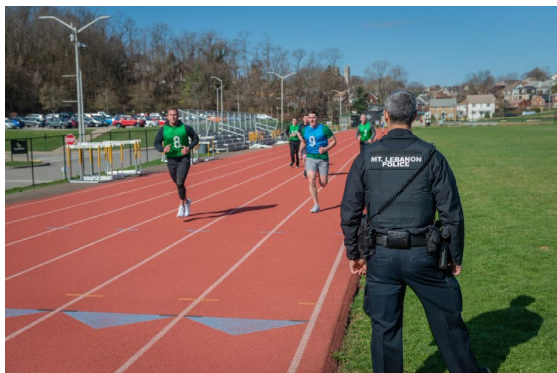
DESIRABLE CAREER ACCOMPLISHMENTS

- Proven track record of success in a comparable community and a demonstrable commitment to equity and inclusion
- A firm grasp of municipal law enforcement methods and the willingness to adapt to evolving standards and practices in accordance with community needs and expectations
- Ability to develop and maintain positive relationships with elected officials, business and community leaders, advisory boards, the news media, and the general public
- An exceptional communicator with the ability to inspire credibility and public trust and interact respectfully with citizens from all backgrounds
- Ability to negotiate agreements and/or reach consensus among diverse interests
- Respected mentor skilled in identifying, developing, and collaborating with high-quality staff to achieve effective and efficient service delivery
- Ability to attract and retain a diverse staff of sworn and civilian employees
- Leads as a positive role model for customer service, ethical behavior, transparency, dispute resolution and problem-solving, fostering a culture that values and respects all members of the team and the community
- Understands the need to be able to balance community needs with law enforcements priorities
- Proven history of succession planning

PRIMARY RESPONSIBILITIES

- Ensures the department provides courteous and expedient customer service to the general public and Municipal department staff
- Advises and assists crime victims, the general public, subordinates or others in law enforcement with understanding and develops policies or procedures governing Municipal responses to emergency management, community policing, crime control, prevention and other matters of mutual concern
- Coordinates municipal law enforcement activities with those of other agencies; establishes and maintains mutually productive working relationships with residents, community/business groups, and other criminal justice organizations
- Selects department employees; plans and organizes work; develops and establishes work methods and standards; conducts or directs staff training and development; maintains effective department discipline and morale; reviews and evaluates employee performance; executes disciplinary action
- Develops and submits the budget for the Police Department; originates and implements organization and staffing patterns to effectively address operational needs
- Maintains high visibility and accessibility to the community to achieve positive interaction and understanding; represents the Municipality, or delegates such authority, in relations with the community, local, state, and federal agencies, and professional organizations
- Creates a culture within the Police Department of mutual respect and community service; is visible daily to all staff both in the station and in the field





QUALIFICATIONS

- A bachelor's degree in police science, criminal justice, sociology, psychology, public administration or a similar field. Master's degree preferred.
- A minimum of fifteen (15) years of law enforcement experience, five (5) of which include progressively responsible supervisory and leadership experience in a command level position of Lieutenant or higher rank in a similar sized agency.
- Act 120 Municipal Officer Certified or able to obtain certification within 6 six months of hire.
- Professional training such as the FBI National Academy, Southern Police Institute, Senior Management Institute for Police, Northwestern Center for Public Safety, or similar within a reasonable amount of time from hire date.

SALARY & BENEFITS

The position offers a highly competitive salary up to \$132,820 dependent upon qualifications. The Municipality of Mt. Lebanon offers a comprehensive benefits package including exceptional health, dental and vision insurance, paid time off, group life insurance, participation in a defined benefit pension plan and much more!

Mt. Lebanon is an Equal Opportunity Employer (EOE) and values diversity at all levels of the workforce.

Well qualified individuals are invited to apply by submitting a resume, a cover letter, and contact information for at least five (5) professional references to www.GovHRJobs.com to the attention of Jon Fehlman, Vice President, GovHR USA, 630 Dundee Road, Suite 225, Northbrook, IL 60062. Tel: 615.692.9264. The deadline for applications is August 19, 2022.

Mtlebanon-Comprehensive-Plan-2013 (mtlebanon.org)

MtlebanonPoliceAboutUs - Mt. Lebanon Police (mtlebanonpd.org)

[Home - Mt Lebanon Magazine](http://Home-MtLebanonMagazine) (lebomag.com)

<https://www.zillow.com/mount-lebanon-pittsburgh-pa/>

[Strategic Plan - Mt. Lebanon School District](http://StrategicPlan-MtLebanonSchoolDistrict) (mtlsd.org)



EXECUTIVE RECRUITMENT

www.govhrusa.com