LOWER ALLEN TOWNSHIP SEEKS AN EXPERIENCED PUBLIC SAFETY LEADER WITH A PASSION FOR COMMUNITY SERVICE TO BE ITS....

THE COMMUNITY

Lower Allen Township is a Township of the First Class located in central Pennsylvania, approximately three miles west of Harrisburg, the state capital. It has an area of 10.3 square miles and a population of 17,980. Part of the Harrisburg-Carlisle metropolitan area, the Township is conveniently located in a growing area known for government, transportation, medical services, financial services, and tourism. It is served by major transportation routes including Interstate 76 (the Pennsylvania Turnpike), Interstate 83, the Harrisburg Capital Beltway and the U.S. Route 15 freeway and by the Harrisburg International Airport.

In the 17th century the area was home to the Susquehannock Indians. The first Scottish-Irish settlers began moving in and farming the land about 1750. In 1850, the Township was split, forming Upper and Lower Allen Townships. Yellow Breeches Creek, which forms the southern boundary of Lower Allen Township, is a tributary to the Susquehanna River and renowned for its trout fishing.

As the surrounding cities of Harrisburg and Carlisle grew, farmland gave way to suburban development. Lower Allen Township is home to Capital City Mall, a regional shopping center. It is also home to the State Correctional Institution at Camp Hill operated by the Pennsylvania Department of Corrections. The top five employers within a ten-mile radius of Lower Allen Township include: the Commonwealth of Pennsylvania, the United States Government, Penn-State Milton S. Hershey Medical Center, Wellspan Health and Giant Food Stores.

PUBLIC SAFETY DIRECTOR

THE POSITION

The Public Safety Director is a civilian managerial position responsible for exercising department leadership and coordinating the administrative and operational functions for Police, Emergency Medical Services, Emergency Management, and Fire. Recruitment for this position is occurring because of the announced retirement of the current Public Safety Director, who has also served as the Chief of Police. The position sets organizational goals and objectives for all functions; establishes criteria to measure and determine the effectiveness of these functions; and makes administrative and personnel recommendations, with advice and counsel from the public safety command staff to the Township Manager. This position is appointed by the Board of Commissioners and reports to the Township Manager.

Major functions of the position include:

- Plan, direct, and ensure the coordination of the Police and EMS Divisions to accomplish short- and long-range goals.
- Oversee operations of the Police and EMS Divisions and the Fire Companies; ensure the data and integrity of public safety records.
- Respond to high profile public safety situations and be available for consultation with command staff.
- Recommend staffing levels for the Police and EMS Divisions; hire, promote, evaluate performance and take disciplinary action in coordination with the Township's human resources officer.
- Develop, recommend and administer the department’s budgets; identify opportunities for supplemental funding for public safety equipment, programs and initiatives.
- Serve as Director of Emergency Preparedness and Local Emergency Management Coordinator; coordinate administrative functions of the Township Emergency Operations Center.
The area offers many attractions for recreation and leisure. Pedestrian and hiking trails, including the famed Appalachian Trail, are easily accessible. Hersheypark, a family theme park, the Gettysburg Battlefield and the National Civil War Museum are nearby popular attractions for residents and tourists alike.

The Township

Lower Allen Township is organized as a Township of the First Class under Pennsylvania law. A five-person Board of Commissioners, elected at large to serve four-year overlapping terms, is responsible for overseeing all policy and financial matters. The day-to-day operation and the implementation of all policy is the responsibility of a full-time manager. The Township has 78 full-time equivalent employees and an operating budget of $97 million.

The Public Safety Department

The Department of Public Safety was created in 1998 to ensure the coordination of all public safety functions; it consists of the Police Department, Emergency Medical Services (EMS), Fire Service, and Emergency Management.
CANDIDATE PROFILE

- Committed to and passionate about the role of public safety and community service
- Builds trust and credibility with all public safety personnel, including law enforcement, emergency medical technicians and volunteer fire personnel; creates a cohesive department environment
- Experienced in managing leadership transitions; is a champion for positive change and does not seek change for the sake of change
- Leads by example demonstrating integrity and an unfailing sense of ethics; sets a high standard for ongoing professional growth and development
- Encourages and empowers the ideas of others, willingness to blend top down and bottom up ideas
- Mentors and develops staff by providing assignments where staff can demonstrate leadership
- Works collaboratively with command staff; can rely on others without feeling compelled to know everything and be the one to make the final decision
- Readily gives credit and recognition to others; consistently demonstrates respect for public safety personnel
- Accessible and approachable, develops good working relationships with the business community and the general public
- Excellent listening and communications skills; effectively presents information to a wide variety of audiences
- Proactive, looks ahead and anticipates needs; demonstrates effective long-range planning and organizing skills
- Demonstrated ability to maximize the use of public safety resources
- Open to the use of more technology; increases the use of social media to inform and connect to the community
- Stays current with emerging trends and best practices in public safety
- Builds effective working relationships with the Township Board of Commissioners, the Township Manager and officials in other public safety agencies
- Balances public safety needs with those of other Township departments; advocates for public safety needs when necessary
- Actively participates on the Township’s management team; develops collaborative working relationships with Township department heads

LEADERSHIP OPPORTUNITIES

Get to know the department. The Public Safety Director will spend time meeting staff, understanding current operations and learning about community needs before making changes. During this time the Director will build cohesion among the four public safety functions and promote a collective attitude of doing what is in the best interest of the department.

Build relationships with other public safety agencies. The Public Safety Director will develop and maintain effective working relationships with neighboring law enforcement agencies, emergency medical services, fire companies, and the Cumberland County District Attorney’s office.

Public safety excellence and innovation. The Township takes great pride in the Police Department’s recognition as a CALEA flagship agency. The Public Safety Director will continue and build upon the department’s CALEA status. Recognizing that excellence and innovation are important throughout the department, the Director will explore programs to achieve comparable status for the other public safety functions.

Public Safety Department Strategic Plan. The Township’s population is projected to grow to over 21,000 over the next 10 to 15 years. The Public Safety Director will lead a process to develop a strategic plan that establishes multi-year goals and action plans to provide effective coordination of public safety resources and ensure that future public safety needs are met.

Assist EMS in upgrading service. Demand for emergency medical services is increasing. The Township’s contract for paramedic
LEADERSHIP OPPORTUNITIES (Continued)

services expires at the end of 2016. The Public Safety Director will work with the EMS Division to evaluate service delivery options including continuing the contract, hiring paramedics and identifying other viable alternatives.

Professional development. Like many public safety departments, Lower Allen Township has a number of public employees expected to retire in the next three to five years. The Public Safety Director will set a department atmosphere that fosters professional growth and prepares employees for opportunities for advancement within the department.

Increase community relations. The Public Safety Director will identify and implement outreach activities to increase community relations, including an evaluation of renewing participation in National Night Out.

Fire Service support. The Public Services Director will be proactive in working with the fire companies to come up with innovative ways to attract and retain volunteer firefighters and provide ongoing training opportunities.

Review the Emergency Management Plan. The Township's Emergency Management Plan needs to be updated. The Public Safety Director will lead a team that reviews and recommends updates to the plan to ensure operational continuity.

EDUCATION AND EXPERIENCE

Requires a Bachelor's degree preferably in a public safety field, ten years of experience in public safety including five years of supervisory and/or management experience. Equivalent education and experience will be considered. Must be a U.S. citizen with strong law enforcement experience, including previous certification as a police officer, and working knowledge of EMS, fire and/or emergency operations. Experience working in a union environment preferred. Qualified candidates will demonstrate excellent planning, administrative, budgeting and effective delegation skills. Requires outstanding interpersonal abilities and outstanding writing and communication skills.

COMPENSATION

Salary up to $110,000, depending on qualifications and experience. Competitive benefits, including participation in the Township pension program. Must reside within 25 miles of Lower Allen Township and be within 30 minutes driving of the Public Safety Department Offices within twelve months of hire.

APPLICATION & SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online at https://waters-company.recruitmenthome.com/. This position is open until filled; however interested applicants are strongly encouraged to apply no later than November 16, 2015. Following this date, applications will be screened against criteria outlined in this brochure.

For more information, please contact:

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