



An invitation to apply for the position of  
**Director, Strategic Initiatives**  
**\$99,618.48 to \$123,630.48 Annually**

Plus excellent benefits  
Applications will be accepted until October 30, 2016

**Spokane, Washington**  
Near Nature, Near Perfect

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure. With seventeen local golf courses, award-winning local wineries, Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

**Nature of Work:**

To perform a variety of professional duties pertaining to the development and implementation of strategies to enhance police operations as they pertain to professional standards, accountability, and departmental training. Duties include, but are not limited to: acting as an advisor to the Chief of Police on matters related to officer-involved shootings, law enforcement related injuries and deaths, officer use of force; overseeing the development of professional training that is responsive to current trends and identified needs to the department.

Reassure the public that investigations into complaints and allegations of police misconduct are conducted in a timely, thorough, and objective manner.

**General Functions:**

- As a member of the Spokane Police Department's Executive Team, work with the chief, assistant chief and department heads to develop and implement strategies to reduce crime and improve the quality of life for the City of Spokane.
- Develop and implement inter-agency crime control programs in coordination with Neighborhood Services, City Legal, Code Enforcement, other city, county, state and federal agencies as well as nonprofit and other groups/associations.
- Make recommendations regarding the policy status and adjudication of incidents.
- Advise in the activities of personnel assigned to conduct audits and analyses. This includes audits of units, policies, or types of incidents. It also includes the analysis of department audits and reports that might pertain to discipline, police informants, Special Enforcement Units, "sting" audits, and arrest reports.
- Maintenance of reporting and tracking systems to monitor compliance with policies, regulations, relevant legislation, and to detect patterns of behavior; initiation of audits and research for special reports on the disciplinary and use of force review systems to identify trends and problems; and the review, evaluation and the monitoring of complaint intakes.
- Analyze and process complaints and use of force reports in order to provide a basis for policy recommendations in regard to changes of corruption, excessive force, retaliation, bribery, domestic violence, and risk management. Maintain communication relevant to civil litigation matters, legal or monetary liabilities, and employee misconduct with the Spokane Police Department and the City Attorney's office.

**Examples of Work:**

- Coordinate and implement regulations, policies, and procedures.
- Provide civilian oversight of the Spokane Police Department disciplinary and operational policies and processes.
- Ensure that all work is conducted in accordance with prevailing professional standards.
- Coordinate and collaborate with other city, county, state, federal agencies as well as other organizations/associations to develop and implement programs to control crime and address citywide quality of life issues.

**Requirements of Work:**

## Knowledge of:

- Financial investigation and analysis principles and practices (preferred).
- Management principles and practices.
- Legal Concepts and Court procedures.
- Pertinent federal, state, and local laws, codes and regulations.

## Ability to:

- Maintain effective relations with other governmental agencies.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state and local policies, laws and regulations.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**Working Conditions and Physical Demands:**

Work is conducted primarily in an office setting. It also involves frequent attendance at meetings, to include some irregular hours. This position frequently requires work in excess of 40 hours per week. Incumbents in this classification are expected to communicate verbally, in person, in writing, and by telephone. A computer terminal is used and this requires the use of repetitive arm-hand movements.

**Minimum Qualifications:**

Any combination of education and experience which would provide the required knowledge, skills and abilities, is qualifying. Generally this would include:

Eight to ten years of responsible experience involving the investigation of narcotics, white-collar crimes, and/or asset forfeiture cases supplemented by specialized training in law enforcement or a related field. An equivalent combination of experience and education sufficient to perform the essential job functions and provide the required knowledge and abilities is qualifying. An undergraduate degree is required; a graduate degree is preferred.

**Behavioral Standards:**

As an exempt employee of the City of Spokane, the Director of Strategic Initiatives is subject to the City's code of Ethics set forth in Chapter 1.04A of the Spokane municipal Code as well as the Spokane Police Department Policy Manual. As such, "It is the policy of the City of Spokane to uphold, promote and demand the highest standards of ethics from all of its employees shall maintain the utmost standards of responsibility, trustworthiness, integrity, truthfulness, honesty and fairness in carrying out their public duties, avoid any improprieties in their roles as public servants including the appearance of impropriety, and never use their City position, authority or resources for personal gain."

**To Apply:**

Please submit a cover letter, resume, and exempt application to Meghann Steinolfson, City of Spokane Human Resources Department.

City of Spokane Human Resources  
808 W Spokane Falls Blvd, 4th floor  
Spokane, WA 99201

Application Deadline is October 30th, 2016

**Benefits**

The City offers an attractive benefits package including:

- Medical
- Dental
- Vision
- Prescription
- Life Insurance
- Vacation
- Sick Leave
- Holidays
- Deferred Compensation
- Other additional benefits.

**The provisions of this bulletin do not constitute a contract, express or implied, and any provisions contained in this bulletin may be modified or revoked without notice.**

**The City of Spokane Is Proud to be an  
Equal Opportunity/  
Military Preference Employer.**