



JOB OPENINGS - As of October 1, 2020

If you are interested in applying for the positions mentioned below, please forward your

- **cover letter, resume and completed application (via email – pdf format) to:** HR@bayharborislands-fl.gov. If you have any questions, please contact Jenice Rosado HR Manager (786) 493-4506.
- **Unsolicited employment applications / resumes will not be accepted.**

CHIEF OF POLICE POSITION TOWN OF BAY HARBOR ISLANDS, FLORIDA

The Town of Bay Harbor Islands is hereby actively recruiting applicants for the position of Chief of Police. The Town of Bay Harbor Islands was founded in 1947 by the Shepard Broad family. The Town also known as “*The Best Kept Secret on the Water*” is a two-island vibrant and progressive community located in the heart of Biscayne Bay, nestled between the cities of North Miami, Bal Harbor and Surfside. The Town holds a residential population of approximately 6,000 and is home to A+ rated Ruth K. Broad Elementary School. The Broad Causeway corridor which runs through the heart of Bay Harbor, boasts exclusive shopping, top notch businesses and fine dining all within a picturesque and charming island atmosphere. The Town incorporates a Council/Manager form of government with the Police Chief appointed by the Town Manager.

The Police Department is headed by a Chief of Police, a Captain and two Lieutenants directly under the Police Chief’s command. The Department is made up of 20 officers represented by the Police Benevolent Association (PBA). The Department hosts a variety of specialized units using modern, innovative real-time crime fighting technology which has allowed Bay Harbor Islands to achieve the rank as one of the safest cities in Florida. The Police Department is accredited through the Commission for Florida Law Enforcement Accreditation (CFA).

Applicants should preferably have a minimum of ten years’ experience within a municipal department holding the position of Police Chief, Deputy Chief, or a major command position. Successful candidates will possess a bachelor’s degree, from an accredited college or university in Police Administration, Criminal Justice, Public Administration or a closely related field. Possession of (or the ability to secure) a valid Florida Driver’s License, possession of (or the ability to secure) a Florida Law Enforcement Certification as established by the Florida Criminal Justice Standards & Training Commission are required qualifications. A master’s degree from an accredited college or university in Police Administration, Criminal Justice, Public Administration or a closely related field and graduation from an accredited Executive level training program, such as Florida Department of Law Enforcement Senior Leadership Program, Southern Police Institute or FBI National Academy, is highly desirable. Applicant must be well versed in community policing, police budgeting, police administration, and interfacing with neighboring police agencies as an integral part of providing modern police operational techniques. The ideal candidate must have the following skills or attributes: strong leadership presence, collaborative police leader, excellent oral and written communication, team player, encourages training and mentoring, impeccable integrity and ethics, approachable and accessible to the residents of our community. The annual salary for this position is \$150,000+/- depending upon qualifications. The Town offers excellent benefits such as health, vacation, and pension through the Town’s private retirement system.

Interested public safety professionals should electronically submit (via email-PDF format) Cover Letter, resume and 5 professional references or letters of recommendation to Mrs. Jenice Rosado, Human Resource Manager: jrosado@bayharborislands-fl.gov on or before noon on October 20, 2020. Interviews are expected to take place from October 28th – November 4th. The Town is an Equal Opportunity Employer.

CERTIFIED POLICE OFFICER (Full-Time)

Department: Police Department

Rate of Pay: \$62,000 (40-hour work week)

Closing Date: Open until filled

Summary: Performs responsible law enforcement functions as assigned, including enforcing federal and state laws and local ordinances.

Desired Minimum Qualifications: High school diploma or GED (college degree preferred); preferably supplemented by two or more years' progressively responsible experience in a police department; or an equivalent combination of education, certification, training, and/or experience. Must have Florida Police Officer certification. Required to have and maintain a valid Florida state driver's license.

Please be advised that you must fill out the Police Employment Application (found on website). No applications will be accepted without the listed documentation below.

[Results of the following tests administered by the Broward County Criminal Justice Institute – Phone Number \(954\) 201-6931:](#)

The Criminal Justice (CJ) Testing Center at Broward College's Institute of Public Safety is on the Davie Campus located at 3501 Davie Road in Building 21.

STATE OF FLORIDA CERTIFIED POLICE OFFICERS:

1. Passing physical agility test (valid for 6 months)
2. Passing swim test (valid for life)
3. Copy of Birth Certificate or other proof of Birth and U.S. Citizenship
4. Copy of High School Diploma or G.E.D.
5. Original Driver's License
6. Original DD-214 Form
7. Copy of FDLE – Florida Dept of Law Enforcement or EOC evaluation

Skills & Abilities: Excellent customer service, ability to remain calm during critical incidents, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally with residents, co-workers, and Town officials.

POLICE DISPATCHER (Full-Time)

Department: Police Dispatcher

Rate of Pay: \$19 per hour

Closing Date: Open until filled

Summary: This is a full-time position responsible for the processing of emergency and non-emergency calls for the police department. This position greets the public who visits the police station and provides courteous, prompt and knowledgeable customer service.

Duties & Responsibilities: The Police Dispatcher will be responsible for answering all emergency and non-emergency phone calls and coordinating the response of law enforcement officers to crime and accident scenes. Conducting record checks as needed, monitoring police radio, entering citations into records management system, assists with all aspects of property and evidence and performs other police department clerical / administrative work as needed.

Desired Minimum Qualifications: High School Diploma or GED; ability to work shifts, evenings, weekends and holidays; must possess a valid Florida Driver's License with an acceptable driving record; knowledge of law enforcement procedures and applicable statutes. Must have CJIS (NCIC/FCIC), 9-1-1, TDD and Florida Department of Health 911 Public Safety Telecommunicator (FSS 401.465) certifications.

Skills & Abilities: Excellent customer service, ability to speak clearly, ability to remain calm during critical incidents, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally with residents, co-workers, and Town officials.

LEAD PARK ATTENDANT (Full-Time)

Department: Community Services Department

Rate of Pay: \$15 per hour

Closing Date: Open until filled

Summary: This is a full-time position responsible for the maintenance and the upkeep of the park facilities while providing courteous, prompt and knowledgeable customer service to the public.

Duties & Responsibilities: The Park Attendant will be responsible for opening and closing designated park facilities. The Park Attendant will service assigned park facilities by performing general maintenance and clean up duties such as: trash pickup, sweeping, mopping, wiping down tables / chairs / furnishings, replenishing toilet paper and hand towels in the restrooms, raking leaves, cleaning parking lots, restrooms, and fields. Also performs manual work involving maintenance, repair of grounds, pressure cleaning, graffiti removal, painting and other related tasks.

Desired Minimum Qualifications: High School Diploma or GED or with at least 2 (two) years of parks experience in maintenance, recreational programs, customer service, or related area, or equivalent combination of education and experience. Must possess a valid Florida Driver's License. CPR and First Aide Certification preferred or must be willing to obtain certification no later than two months after date of hire.

Skills & Abilities: Excellent customer service, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally and courteously with residents, co-workers, and Town officials.

COACH / ATTENDANT- COUNSELOR (Part-Time / Basketball, Cheerleading, Volleyball & Football)

Department: Community Services Department

Rate of Pay: \$12 - \$13 per hour -DOQ

Closing Date: Open until filled

Summary: Assists with After Care / Community Center educational & recreational programs for children

Duties & Responsibilities: The Coach / Attendant-Counselor will be responsible for working children who attend Town programming / aftercare. Coach's should have experience with the following programs – basketball, cheerleading, volleyball & football. The Coach / Attendant -Counselor will be responsible to administer the assigned programming and ensure it is done in a safe manner.

Desired Minimum Qualifications: High School Diploma or GED or with at least 2 (two) years of previous experience in aftercare / recreational programs or equivalent combination of education and experience. Must possess a valid Florida Driver's License. CPR and First Aide Certification preferred or must be willing to obtain certification no later than two months after date of hire.

Skills & Abilities: Excellent customer service, multi-tasker, team player, organized, detailed, punctual, must be able to deal professionally and courteously with residents, co-workers, and Town officials.
