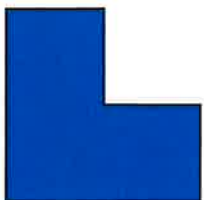


THE CITY OF CUMBERLAND, MARYLAND



INVITES YOUR INTEREST IN THE POSITION

Chief of Police



ABOUT THE CANDIDATE AND POSITION

GENERAL DESCRIPTION OF WORK

Provides highly responsible and complex administrative and managerial assistance to the City Administrator and is directly responsible for the oversight of the Cumberland Police Department. This is a supervisory position that works under the general direction and appointment of the City Administrator. The responsibilities include oversight and approval of police department employees' work product and coordination of multiple activities and resources including staff, supplies, equipment, funds and/or contract resources. The decisions made through this position significantly impact the operations and effectiveness of the organization. Judgement is required in the application of established policies, goals and objectives, as well as in the application of concepts, plans, and strategies that may deviate from traditional methods and practices. Extensive interaction with the citizens of Cumberland and local media is considered an important aspect of the position

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of criminal law, constitutional law, motor vehicle law, departmental rules, regulations and policies. Knowledge of principles, theories and concepts of police administration. Knowledge of governmental administrative practices including budgeting, purchasing and policy formulation. Knowledge of local, state and federal laws, regulations and codes relating to law enforcement activities. Knowledge of human resource management practices such as training, discipline, delegation, etc. Skill in leadership and management in order to coordinate the diversified activities of individuals towards the achievement of common goals. Skill in informational analysis and problem solving to assess large amounts of information and formulate decisions. Skill in public relations methods. Skill in the use of computer hardware and applicable computer software. Skill in communication, interpersonal skills as applied to interaction with coworkers, supervisors, the general public, etc. sufficient to exchange or convey information and to receive work direction. Ability to communicate verbally and in writing. Ability to handle stress and deal with difficult people. A sense of personal pride and integrity, common sense, and compassion for people.

EDUCATION AND EXPERIENCE

Bachelor's degree in criminal justice, police science or related field, and ten or more years of progressively responsible police supervisory experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Graduation from the FBI National Academy or attendance at a similar nationally recognized police management program(s) preferred. Must be a certified Maryland Police Officer at time of application.

ABOUT THE CANDIDATE AND POSITION

ESSENTIAL TASKS

Tasks listed are intended only as examples of the various types of work performed. The omission of other duties does not exclude them from the position if the work is similar, related or a specific assignment for the position.

- Develop and implement policy to ensure effective performance of the department. Oversee the day-to-day operation of the department. Coordinate the delivery of law enforcement service with various criminal justice and social agencies. Develop, review, and control the police department budget.
- Solve a wide variety of personnel, staffing, and funding issues. Counsel officers and employees on a wide variety of personnel and personal issues. Review the performance of the various sections of the department (patrol, training, records, comm., etc.).
- Develop news releases, deal with the media on a wide variety of criminal and public relations issues. Develop departmental goals and objectives. Develop and issue orders, memorandums, directives, etc. dealing with the day-to-day delivery of service.
- Oversee and control the funding, function, and effectiveness of federal and state grants. Attend meetings, represent the department, and cooperate with a multitude of city, county, and state agencies. Represent the police department at many community and civic functions.
- Respond to and address concerns of community groups such as senior citizens, neighborhood watch, etc. Review and approve a wide variety of police reports and documents. Develop and prepare reports for City Administrator, Mayor and Council, State's Attorney, FBI, etc.
- Review confidential information about alleged criminal activity and conduct by citizens from all segments. Ensure enforcement and compliance with all federal, state and local laws.
- Oversee and investigate complaints against officers. Evaluate the performance of officers and employees. Plan the work of captains, lieutenants, sergeants, clerical staff, etc. Make hiring, termination, and promotional decisions.
- Function as the duty supervisor on various patrol shifts and respond to criminal complaints.
- Performs various police duties such as making traffic stops, working special events, service search warrant.
- Performs related work as required.

ABOUT THE CANDIDATE AND POSITION

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone, electronic mail and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls.

Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Ability to use physical force to help a person in need or to subdue an offender are a common and unpredictable part of the job.

SPECIAL REQUIREMENTS

Must maintain a valid driver's license which has no restriction affecting the employee's ability to perform the job and that meets the insurability requirements of the City's insurance carrier during the entire time the employee is employed by the City.

Must pass a criminal background check.

APPLICATIONS

A cover letter, resume and any supporting documentation must be submitted electronically with the subject line **Police Chief** to April Howser, Human Resources Officer, april.howser@cumberlandmd.gov.

Applications are due no later than 12:00 P.M. (LPT), Friday, August 15, 2025.

Application screening and interview scheduling may take 3-4 weeks from the closing date of recruitment to complete. To ask additional questions, receive a copy of the recruitment brochure, or provide additional information, please contact: Ms. April Howser, Human Resources Officer (301) 759-6415 or april.howser@cumberlandmd.gov.

PRE-EMPLOYMENT REQUIREMENTS:

The following requirements must be met prior to employment:

1. Successful completion of required selection process.
2. Successful completion of a reference and background check standard for police officers in Maryland and the City of Cumberland, including criminal history.
3. Successful completion of a physical, paid for by the City.

SALARY

\$95,000-135,000 per year.

Attractive comprehensive benefit package.

RECRUITMENT PROFILE

The Recruitment Profile provides background information on the community and the City of Cumberland and outlines factors of qualification and experience identified as desirable for candidates for the Chief of Police.

Importantly, the Profile will be used as a guide in the recruitment process, providing specific criteria by which resumes will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to recruitment and selection process for the Chief of Police position are to be directed to the attention of the Human Resources Department.

City of Cumberland
April S. Howser, Human Resources Officer
301-759-6415
april.howser@cumberlandmd.gov
Closing Date: August 15, 2025

COMMUNITY BACKGROUND

Cumberland, a small city nestled in the Allegheny Mountains of Western Maryland, is located a short 130 miles from Washington, D.C. and Baltimore, MD, and 100 miles from Pittsburgh, PA. The city is situated conveniently close to urban meccas, yet far enough away to provide a different quality of life. Cumberland's mountains provide a beautiful backdrop to a city of just over 19,000 that is known for its late 19th to early 20th century architecture, as well as for its extensive transportation history. Although Cumberland still serves as a major rail hub for the CSX rail line, it is perhaps more widely recognized as a terminal for the Western Maryland Scenic Railroad, a tourist attraction that provides train enthusiasts a trip up a mountain on a real steam engine or a vintage diesel.

The City has made many recent improvements, both physically and aesthetically, that have contributed to a renewed spirit in the area. The recent revitalization of the downtown has created a charming and successful business and shopping atmosphere that lends itself to community-oriented activities. Many year-round events are held on

the mall as well as throughout the city, and our Arts & Entertainment District and Historic District provide wonderful cultural experiences from season to season. Recreational opportunities are also abundant for city residents at the Constitution Park, the Eugene Mason Sports Complex, and the C&O Canal towpath, just to name a few.

Providing a safe atmosphere for residents is a priority, and the city's police and fire departments work diligently to ensure each family is well protected and has ready access to their services should the need arise. Cumberland has both public and private schools that maintain high academic standards and school personnel work closely with the city's police force to ensure that our children have a safe, calm place in which to learn. Affordable housing and the convenience of living where you work also provides a quality of life that is to come by these days.

As visitors travel into town from Interstate 68, they are often struck by the beauty of the city's church steeples, many of which sit atop small hilltops and are illuminated at night. Cumberland's beauty is indicative of the spirit of our community and we welcome all who wish to experience the best of our small-town life.

City Government

Cumberland is governed by the council-manager form of government. A mayor and four members of council are elected at large for four-year terms of office and serve as the policy making body for the City. The elected Mayor and City Council select and appoint the City Solicitor, City Clerk and City Administrator.

The City Administrator acts as the Chief Executive Officer of the City and the current administrator has served in Cumberland for nearly four years.