



CITY OF
SARATOGA SPRINGS

EMPLOYMENT OPPORTUNITY
POLICE DEPARTMENT RESERVE OFFICER/LOGISTICS MANAGER
PART TIME

The City of Saratoga Springs currently has an opening for a Reserve Officer/Logistics Manager, this is a part-time position with the Saratoga Springs Police Department of approximately 25 hours per week. This is a position managing the vehicle fleet and property functions of the police department. The position requires Law Enforcement Officer (Utah POST) certification. This is a great opportunity for a retired officer who desires to maintain POST certification and work part time in law enforcement. Duties include the management of police fleet operations and property accountability. More information about the community and the Police Department can be found at the City website or by contacting the police department.

APPLICATION PROCESS:

To apply, please submit a City application form and Resume in person or by mail to the City of Saratoga Springs, Human Resources, 1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah, 84045, or by email to hneibaur@saratogaspringscity.com, or by fax to (801) 766-9794. Applications forms may be obtained on-line at www.saratogaspringscity.com.

SALARY RANGE:

Hiring Wage for this position is \$17.00/hr.

BENEFITS:

There are no benefits offered as part of this position.

CLOSING DATE:

Open until filled. A first review of applications will be done on or after December 2, 2016 at 5:00pm; anything received after this date is not guaranteed a review or interviews. Send questions to Holly Neibaur at hneibaur@saratogaspringscity.com.

JOB QUALIFICATIONS & COMPETENCIES:

Education & Experience:

- Applicants must be 21 years of age or older at the time of employment
- Graduation from high school or GED Equivalent

Certifications Required:

- Must possess Utah P.O.S.T Law Enforcement Officer (LEO) certification in good standing
- Must possess a valid Utah state driver's license or have the ability to obtain one prior to employment
- Must be clear of any prior felony or significant misdemeanor criminal record
- Must be able to obtain and maintain firearm proficiency

Knowledge, Skills & Abilities:

- Experience managing fleet operations and property accountability is desired
- Must be able to demonstrate knowledge of community oriented policing
- Must be able to demonstrate knowledge of patrol operations
- Must be able to demonstrate knowledge of criminal investigations
- Must be able to demonstrate knowledge of police report writing
- Must be able to demonstrate knowledge of safety standards related to the use of vehicles, firearms, and other police equipment

PHYSICAL DEMAND AND WORKING CONDITIONS:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions—including but are not limited to the job functions, qualifications, and competencies listed herein—of this job in the working conditions below. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. The successfully candidate must be able to perform under the physical demands and work environment of a typical office environment including but not limited to the following:

- This position requires the ability to frequently sit and talk or hear.
- Police Officer is required to stand, walk, run, use hands to feel objects, tools or controls, reach with hands and arms, climb, balance, stoop, kneel, crouch or crawl, and taste or smell.
- Police Officers must be able to occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Police Officers may be required to work in outside weather conditions.
- Police officers occasionally work near moving mechanical parts, in precarious places, with firearms ammunition and explosives and are occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme heat, extreme cold, and vibration.
- Police officers work rotating shifts, on weekends and on holidays.

SUSPENSION OF PROCESS, ETC.:

- The City reserves the right to reject any and all applicants, to waive any requirement set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City's best interest, all subject to legal requirements. Any application in response to this Announcement is at the applicant's sole risk and expense. Although the City anticipates hiring one of the applicants responding to this announcement, there is no guaranty that any responding applicant will be hired.

NOTES:

- Reasonable accommodations may be made to enable qualified individuals with a disability to perform the essential functions of the job in accordance with state and federal law.
- Pre-employment drug testing, proof of employment eligibility, and background check required.
- Selected applicants will be contacted with instructions on the interview process.
- Applicants who are currently serving as Police Officers may be given preference.
- Saratoga Springs is an Equal Opportunity Employer.