



Washington Association of

**SHERIFFS &  
POLICE CHIEFS**

3060 Willamette Drive NE  
Lacey, WA 98516  
360-486-2380 (Phone)  
360-486-2381 (Fax)  
[www.waspc.org](http://www.waspc.org)

## EMPLOYMENT OPPORTUNITY

### Assistant Director of Professional Services

Salary Range: \$88,224-\$111,768

Status: Full Time

Location: Lacey, WA

(Optional Remote/Office Hybrid)

Date Open: December 8, 2023

Date Close: December 22, 2023

Initial Review: December 27, 2023

#### About WASPC

The Washington Association of Sheriffs & Police Chiefs is the only association of its kind in the nation combining representatives from local, state, tribal, and federal law enforcement into a single body, working toward a common goal. WASPC's function is to provide specific materials and services to all law enforcement agencies in the state, members and non-members alike. The association was founded in 1963 and consists of executive and top management personnel from law enforcement agencies statewide.

Our membership includes sheriffs, police chiefs, the Washington State Patrol, the Washington Department of Corrections, and representatives of a number of federal agencies. WASPC is governed by its executive board.

The mission of the Washington Association of Sheriffs and Police Chiefs is to lead collaboration among law enforcement executives to enhance public safety.

#### Position Summary

Under the direction of the Director of Professional Services, the Assistant Director of Professional Services is a full time position responsible for the delivery of various programs offered by the Association to include Association Program Accreditation, Loaned Executive Assistance Program (LEMAP) and Leadership Training.

#### Position Principle Responsibilities

- Assists the Director of Professional Services in management and delivery of services offered by the Loaned Executive Management Assistance Program. This includes participating in multi-day onsite assessments, documenting findings and preparing thorough written reports.
- Assists the Director of Professional Services in management of the Association Accreditation Program. This includes promoting program to non-accredited agencies, virtual and onsite accreditation assessments and assisting with the training and management of volunteer assessors.

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*Leading collaboration among law enforcement professionals to enhance public safety.*

- Assists the Director of Professional Services in developing and facilitating leadership training opportunities, both online and in-person, for Association members.
- Develop appropriate professional relationships with Association members. This includes participation in Association's conferences and regional law enforcement meetings, when requested.
- Communicates effectively orally and in written form.
- Manages assigned projects.
- Compile and disseminate information useful to membership via e-mail, presentations, reports and other means.
- Provides status reports on projects.
- Lead workgroups, develop and participate in strategic collaborations and represent the membership to key external partners.
- Meets assigned deadlines.

### **Desired Knowledge and Abilities**

- Preferably holds a degree in criminal justice, public administration, business administration, economics, political science, or other related field.
- Demonstrated working knowledge and understanding of the Association Accreditation program as a previous accreditation manager, assessor or mentor.
- Five years of executive law enforcement experience preferably in Washington State.
- The individual will have substantive knowledge of state and local criminal justice; demonstrated research, analytical, and problem solving abilities.
- Strong oral, written and interpersonal communication skills.
- Proficiency in multiple computer software applications, including word-processing software, applications involving spreadsheets and databases, presentation applications and on-line research.
- Will be skillful in meeting facilitation, negotiation and conflict resolution, leadership roles and responsibilities.
- Valid Washington State Driver License.

### **Compensation**

Annual compensation is \$88,224-\$111,768 depending on qualifications. WASPC employees are offered a benefit package which includes a 403(b) retirement plan, options for deferred compensation, and group medical, dental, and vision insurance. Employees also receive paid time off (PTO) based on service years.

### **Application Procedure**

Please submit the following items to [kgoodman@waspc.org](mailto:kgoodman@waspc.org)

1. A letter of interest describing qualifications and statement of interest in the position.
2. A current resume listing employers and dates of employment.
3. 3 professional references with current contact information.

### **Organizational Statement**

The Washington Association of Sheriffs and Police is an equal opportunity employer and a drug free workplace. Random drug testing is a condition of continued employment. Qualified candidates are strongly encouraged to apply.

All employees should have the ability to work both cooperatively in a team environment and independently with minimal supervision using a high degree of initiative and judgment.

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For additional information, please view our [By-Laws](#) and [Strategic Intentions](#) on our [website](#).