



**Contribute to the
Future of Yakima
Valley:**

**An Intelligence
Manager will play a key
role with identifying
risks while engaging
with local law
enforcement agencies.**

QUALIFICATIONS:

**A Bachelor Degree in
Criminal Justice or
Crime Intelligence
Analysis. Experience
may substitute on a year
to year basis.**

**Criminal Intelligence
experience for a
minimum of 3-years**

**Supervisory experience
for a minimum of 3-
years.**

**EMPLOYMENT OPPORTUNITY WITH
YAKIMA VALLEY CONFERENCE OF
GOVERNMENTS:**

**INTELLIGENCE
MANAGER**

**To learn more about this position, go to
www.yvcog.org, click on Employment.**

**Yakima Valley Conference of
Governments**

311 N 4th Street, Suite 204

Yakima WA 98901

<http://www.yvcog.org>

ABOUT THE YAKIMA VALLEY CONFERENCE OF GOVERNMENTS

Established over 50 years ago under the interlocal agreement act, the Yakima Valley Conference of Governments (“YVCOG”) was then and is today, a local government formed to provide services and administer programs that cross jurisdictional boundaries within the Yakima Valley. Elected officials are committed to working together on land use, transportation, public safety, homelessness, environment, and other common issues that impact the quality of life for the communities of the Yakima region. Yakima Valley COG serves as an intermediary between the communities it represents and the state and federal government entities that are responsible for ensuring decisions made at the local level are aligned with state and federal laws, and that government resources are managed. The



overall mission of Yakima Valley Conference of Government membership is to collaborate to improve the valleys’ livability and secure its future.

Located in the center of the state, Yakima County is the second largest county in Washington. The region is a rich and productive agricultural valley which is surrounded by lush rivers and mountain ranges. Well known for its apples and its production of fruit and vegetables, in recent years it has received national recognition for its many vineyards and breweries. Home to approximately 252,000 people, 49.9% of whom are Hispanic and Latino, the region is culturally rich and diverse. The Yakama Indian Reservation, which is home to 15% of the region’s population, is one of the largest Native American tribes in the nation.

ABOUT THE INTELLIGENCE MANAGER POSITION

Under general direction, manages, trains, and supervises analysts and forensic scientists to review and analyze crime reports; interprets pattern and trends; process physical evidence and makes recommendations related to possible suspects, potential crimes, location of future crimes and methods of operation.

The Intelligence Manager is responsible for the collection and analyzing of data, maintaining integrity process evidence in the lab, and providing reliable criminal intelligence to law enforcement. Offering intelligence to law enforcement will ensure comprehensive decision-making at both tactical and strategic levels. In concert and partnership with existing resources, an Intelligence Manager will enhance the current efforts through collaboration of law enforcement agencies.

Intelligence solutions will support public safety, local and state law enforcements, and federal partners such as ATF, FBI, and DEA. Improving the future, increasing public safety, and protecting lives is the objective of this service.

PRIMARY RESPONSIBILITIES:

The Intelligence Manager will perform the assigned job duties under general supervision as follows:

- Supervise and delegate work to analysts and forensic experts, oversee and evaluate work, perform work evaluations
- Provides policy advice and technical assistance to member agencies, the public, and YVCOG staff relating to public safety, federal and state statutes and administrative codes governing law enforcement
- Research availability of grants for public facilities and programs and prepares grant applications including budgeting, scope of work, and schedule. Administers grants in compliance with state and federal laws and guidelines.
- Ability to monitor, analyze and evaluate patterns and trends of criminal activity using statistical analysis and other analytical methodologies to assist law enforcement in meeting objectives.
- Creating spatial overlays and composing plots by combining information from existing data layers and by using programming language
- Producing map products, graphics and other reports that present, summarize, and illustrate data to effectively meet objectives
- Preparing presentation graphics, special purpose maps and reports.
- Advanced understanding and ability to use ESRI Enterprise to develop and analyze
- Ability to analyze landscapes and development process and impacts
- Ability to prepare comprehensive analytical products and reports including crime bulletins and summaries.
- Recommend investigative direction, provide oral briefings and presentations; facilitate intelligence and crime analysis meetings.
- Ability to research, retrieve and evaluate confidential information related to complex criminal investigations; create automated files, databases, and spreadsheets for information management functions.
- Ability to interpret information regarding criminal activity in internal and external reports, registers, records, and databases.
- Ability to establish and maintain professional contacts with experts, analytical counterparts, educators and researchers, liaison with other agencies and the public.
- Ability to respond to requests for crime information from the news media, civic organizations, public and outside agencies.
- Ability to participate in training various criminal investigative techniques.
- Represent YVCOG by serving on committees concerned with the development and implementation of new or improved services, programs, and policies
- Facilitate regular meetings with external stakeholders to develop and maintain good relations for furthering of programs and projects
- Responsible to keep projects on track, identifying, and defining project requirements, scope and objectives,
- Monitor and evaluate the efficiency and effectiveness of program and project delivery methods and procedures; identify and implement opportunities for improvement
- Develop annual budgets

- Attend member council and general membership meetings (in the evening) when necessary
- **The Intelligence Manager is an onsite position which will require evenings and/or holidays in emergency circumstances**
- This list of job responsibilities is not all inclusive

EDUCATION AND EXPERIENCE:

- **Education** – 4-year BS/BA degree from an accredited college or university in the field of criminal justice, or other related field or the equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- **Experience** –
 - Military or civilian intelligence experience with a minimum of (3) years
 - Supervision for direct employees with a minimum of three (3) years
- **Security** –
 - Provide evidence of U.S. citizenship, be determined suitable for the position based on the results of a background investigation, polygraph examination, and a psychological examination
 - Must be able to obtain a valid Washington State driver’s license within 30 days of employment and possess valid auto insurance
 - Able to travel throughout the Yakima Valley, and state on a regular basis, at times during incumbent weather conditions.
- **Training** – Employees provided training will be required to sign a commitment to services contract based on the cost of the training or will be required to reimburse the cost of training and certification testing at the time of separation of employment

MINIMUM PREFERRED SKILLS:

- Principles and practices of administrative and operational analysis, research evaluation and methodology of offense elements as specified by Washington State Criminal Code
- Methods and procedures of conducting crime analysis and research, and techniques
- Methods and procedures of criminal investigative procedures; police terminology and law enforcement codes and functions, organization, principles, and practices of law enforcement agencies
- Federal, state, and local codes, regulations and department policies, technical process, and procedures
- Principles and practices of record keeping, business letter writing and standard format for reports and correspondence
- Modern office practices, methods, and computer equipment and applications related to crime analysis
- Complex arithmetic and statistical techniques and English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for providing a high level of customer service by effectively dealing with law enforcement, attorneys, elected officials, and City staff
- Have the aptitude to learn and perform additional skills outlined in the essential duties not yet trained or certified in

SALARY & BENEFITS:

- Salary \$ **79,046** - **\$107,181** DOE
- Personal Leave based on longevity
- Sick Leave
- Longevity pay
- Fourteen (14) paid holidays
- Health benefits offered include medical, dental and vision for the employee and dependents as established by the Executive Director and Board on an annual basis
- Additional benefits include: long-term disability and \$ 50,000 life insurance
- Eligible to participate in Deferred Comp and in a Health Saving Account
- Participation in Washington State Department of Retirement Systems PERS is required
- Wellness Program
- Continuing Education
- This is an onsite position, currently located in Zillah WA

POSITION CLOSES: Open Until Filled

HOW TO APPLY: Complete the application located at <https://www.yvcog.org/about-us/employment-opportunities/> and email it with your resume, and cover letter to yvcog.hr@yvcog.org

Polygraph & Background Investigation:

For candidates that make it through the potential employment offer process, a background investigation, including a polygraph exam, will be required due to the nature and security requirements of the job.

Applicants will be required to sign releases of information and shall not have access to any investigative materials or files. The Polygraph Examination (PE) and Background Investigation are part of the pre-employment selection process and are not a commitment to employment.

This position has strict guidelines relating, but not limited to personal and employment characteristics, arrests, convictions, and illegal drug usage, etc. During the PE candidates are required to sign an assessment sheet and participate in an oral interview process to verify the candidates' responses to the Personal Background Evaluation, the Personal History and Background Questionnaire, and a Pre-Employment Interview.

UNTRUTHFUL OR MISLEADING ANSWERS OR OMISSIONS WILL BE TREATED AS A FALSIFICATION WHICH WILL BE CAUSE FOR REJECTION OF POTENTIAL EMPLOYMENT.

YVCOG fully complies with Title VI of the Civil Rights Act of 1964 and related statutes and regulations in all programs and activities. For more information, or to obtain a Title VI Complaint Form, see <http://www.yvcog.org/title6.pdf> or call (509) 574-1550.

**The Yakima Valley Conference of Governments is an Equal Opportunity Employer.
This is a drug and tobacco free workplace.**