



Washington Association of

**SHERIFFS &  
POLICE CHIEFS**

3060 Willamette Drive NE  
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[www.waspc.org](http://www.waspc.org)

## EMPLOYMENT OPPORTUNITY

### Executive Director Washington Auto Theft Prevention Authority

Starting Salary: \$60,000-\$70,000 DOQ/DOE

Date Open: December 15, 2023

Status: Part Time (0.50 FTE)

Date Close: January 5, 2024

Location: Lacey, WA

(Optional Remote/Office Hybrid)

#### Position Summary

WATPA Executive Director (ED) is a part time position. The position has the potential to transition to a full time position depending on legislative funding and/or a need for support of other WASPC programs. This position may work in office, remotely or in a hybrid manner.

The WATPA ED reports to the WASPC Executive Director and also to the WATPA Board of Directors. The WATPA ED position is highly strategic in nature and is also responsible for executive management of the Authority's budget management, grant management, public outreach, and community education on auto theft matters.

The incumbent must possess the skills necessary to build strong working relationships with a diverse base of auto theft stakeholders and elected officials. The incumbent attends meetings, legislative hearings, work sessions and other forums concerning external issues as required by job responsibilities. At times this position may work closely with the WASPC Policy Director and may be part of the WASPC management team.

The incumbent is the executive leader of the Authority's staff functions and performs all duties required to establish an effective Auto Theft Prevention Authority. At the discretion of the WASPC Executive Director, and as time allows in addition to their primary duties, the position may expand beyond a 0.50 FTE.

#### Position Principle Responsibilities

- Manages and directs the daily activities of the Authority.
- Works closely with the WATPA Board Chair and members as well as the WASPC Executive Director to ensure the Authority is in a position to fulfill its legislatively mandated responsibilities.
- Works collaboratively with stakeholders to plan, organize, develop, and implement business practices, procedures, and techniques to the benefit of the Authority and WASPC.
- Provides guidance and direction to the WATPA Executive Board on program needs and budget allocations.

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

- Lead workgroups, develop and participate in strategic collaborations and represent the WATPA Board with key external partners.
- Supervises assigned staff including the WATPA Executive Assistant.
- Attends meeting and conferences as a representative of WATPA.
- Compiles an annual report on activities and accomplishments to the governor's office and legislature.
- Develop appropriate professional relationships with auto theft stakeholders.
- Manages assigned projects.
- Maintains a working knowledge of relevant auto theft research.
- Compile and disseminate information useful to membership via e-mail, presentations, reports, and other means.
- Must be available to meet with auto theft stakeholders across Washington state.
- May participate as a member of the WASPC management team.
- Meets assigned deadlines.

### **Desired Knowledge and Abilities**

- Holds a college degree in criminal justice, public administration, business administration, or other related field. Experience may be substituted for education.
- Must have demonstrated experience in meeting facilitation, negotiation and conflict resolution, leadership roles and responsibilities.
- Experience in crime prevention, public outreach, and community education.
- Must be fluent and have demonstrated experience in social media applications to facilitate public outreach including development and distribution of auto theft prevention and education materials to Washington stakeholders.
- Must be able to work independently and with minimal supervision.
- The individual will have substantive knowledge of current state and local criminal justice issues.
- 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.
- Valid Washington State Driver License.

### **Compensation**

Annual compensation is \$60,000-\$70,000 depending on education/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. Three professional references with current contact information.

### **About the Washington Auto Theft Prevention Authority**

The Elizabeth Nowak-Washington Auto Theft Prevention Act created the Washington Auto Theft Prevention Authority (WATPA) in the Washington Association of Sheriffs and Police Chiefs (WASPC). The Authority consists of 10 Governor appointees serving staggered terms. Representatives of law enforcement, prosecution, the auto industry, the insurance industry, the Washington Association of Sheriffs and Police Chiefs and the private sector are included as members of the Authority. The Authority staff includes an executive director, and an administrative assistant.

***The mission of the Washington Auto Theft Prevention Authority is to prevent and reduce motor vehicle thefts in the State of Washington.***

### **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.

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

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.

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