



*\*Extended\**

## **POLICE CHIEF**

**\$8,139 - \$10,988 per month DOQ**

*Plus excellent benefits, including City paid medical up to Kaiser rate*

**Application Deadline: Monday, April 1, 2019 at 5:00 p.m.**

### **APPLICATION/SELECTION PROCEDURE**

The City of Suisun City utilizes CalOpps.org to accept and process employment applications. To access the online application, please go to [www.CalOpps.org](http://www.CalOpps.org) and select the appropriate link. Resumes will not be accepted in lieu of the City's official application form, but should accompany the application. Following the closing date, applications will be screened according to the qualifications outlined below. Only those candidates whose qualifications appear to most closely match the requirements of the position will be invited to participate in the interview process. A limited number of finalist candidates will then proceed to the subsequent phase(s) of the recruitment process, which may include one or more of the following: written examination, performance examination, assessment exercises, oral interviews, and complete background check. Meeting the minimum qualifications does not guarantee advancement in the selection process.

### **THE POSITION**

The ideal candidate will be an experienced law enforcement professional who is ethical, service-minded and possesses the highest levels of integrity. An effective mentor and innovative leader that models and promotes high expectations, and asserts a positive presence. The incumbent will uphold established exceptional service standards and embrace the opportunity to lead and develop a multi-generational department. The ideal candidate will have excellent communication and interpersonal skills with a sincere commitment to maintaining productive relationships throughout the Department, City and community. This individual must be flexible and adept at balancing many competing priorities and demands. They will inspire confidence and trust from the community, as well as earn the respect of both sworn and civilian employees. The ideal candidate is someone who has respect for people of all backgrounds, recognizes the importance of maintaining a positive police presence and will welcome and embrace the rich diversity that is the fabric of Suisun City and its unique neighborhoods.

### **ESSENTIAL JOB FUNCTIONS**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assumes full management responsibility for all Police Department services and activities including the work of staff preserving order, preventing crime, protecting life and property, and enforcing laws and municipal ordinances.
- Manages the development and implementation of Police Department goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
- Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Plans, directs, and coordinates, through subordinate level staff, the Police Department's work plan; assigns projects and programmatic areas of responsibility; oversees sensitive investigations and the gathering of intelligence information; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.

- Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
- Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.

## QUALIFICATIONS

**Education and Experience Guidelines** - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

### **Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in criminology, criminal justice, police science, business administration, public administration, or related field.

### **Experience:**

Eight years of increasingly responsible law enforcement experience in all major phases of police work including three years of management and administrative responsibility.

### **License or Certificate:**

Possession of a valid driver's license.

Possession of a P.O.S.T. Management Certificate.

## PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a standard office setting, reactive emergency, natural or man-made disaster, and routine peace keeping environments with travel to various locations to attend meetings or respond to major crime scenes, disasters or critical incidents; the employee is occasionally exposed to outside weather conditions; occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, risk of radiation, and vibration; the noise level in the work environment is usually moderate; however, the noise level is occasionally very loud due to sirens, firearm training, etc.; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; walk, stand, or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; to operate and use specialized law enforcement tools and equipment including guns and handcuffs; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

## BENEFITS

**The benefit package includes:** Public Employees Retirement System (PERS) of 3% @ 50 for Classic Employees (City pays 5% of Employee contribution), or 2.7% @ 57 for employees subject to the California Public Employees' Pension Reform Act of 2013; individual selection of medical insurance options with City paying up to Kaiser Family rate and \$200,000 City paid employee life insurance. Employees covered by another insurance plan may be eligible for a cash payment up to \$473 per month in lieu of enrolling in the City's health plans. The City has an IRS Section 125 benefits plan for dependent care and healthcare reimbursement accounts and deferred compensation program with up to \$165 per pay period match. Uniform allowance of \$1000/year. Suisun City does not participate in the Social Security System. Under federal law, City is required to withhold for Medicare.

**Leave benefits include:** Employees currently receive 80 hours paid vacation per year for the first five years of service, 120 hours after 5 years, 144 hours after 10 years, 160 hours after 15 years, and 184 hours after 19 years; as well as 96 hours of sick leave, 80 hours executive leave, and 13 paid holidays per year.

**COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT (ADA):** With prior notice to the Personnel Department regarding testing or job performance modifications, the City will make reasonable accommodations for qualified applicants and employees with disabilities. Disabled individuals requiring accommodation during the application/hiring process should notify the personnel office.

**IMMIGRATION REFORM & CONTROL ACT:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United States Citizenship or authorization to work in the United States.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

The City of Suisun City is an Equal Opportunity Employer