

City of Alhambra

ASSISTANT POLICE CHIEF

(Annual salary: \$127,465.44—\$162,681.84)

Filing period: April 22—May 22, 2019 (by 5:00 pm)

Apply online: <https://www.governmentjobs.com/careers/cityofalhambra>

POSITION:

Under general administrative direction of the Chief of Police, plan, direct, supervise and coordinate the activities of a major division of the Police Department; assume department command by acting as Chief of Police in his/her absence; assist in establishing objectives for and maintain general charge of services related to division functions; manage, determine and take corrective action when necessary; provide highly complex staff assistance to the Chief of Police; and perform other related duties as assigned.

DUTIES:

The ideal candidate will have extensive experience in the following areas: administration, human resources, grants, project management, and administrative investigations.

Duties may include, but are not limited to, the following: Plan, direct, supervise and coordinate the activities of a major division of the Police Department; assign and supervise work of Lieutenants and through them the work of subordinate personnel (sworn and non-sworn); assure uniform, efficient and consistent application of City and department policies and procedures; conduct research into a variety of law enforcement and administrative issues; recommend and/or review department policy and procedures, City rules, resolutions and ordinances; prepare administrative reports; respond to correspondence and informational requests; ensure implementation of practices which comply with adopted policies, laws and regulations; meet and consult with management staff (sworn and non-sworn), other City employees, the public, legal advisors, other law enforcement agencies and civic organizations; provide complex staff assistance to the Chief of Police; make presentations to the City Council, committees, commissions and the Chief of Police on matters related to a wide variety of police services, activities and programs; meet with members of the public including members of citizen groups to explain city policies, procedures, goals and objectives; respond to and resolve difficult police service related problems and questions; develop, administer and monitor the department's budget; direct and forecast additional funding needs for staffing, equipment, materials and other supplies; monitor and approve expenditures; prepare operational schedules according to the need for law enforcement action; develop and implement policies and procedures for various divisions of the department, including patrol, traffic, detective, juvenile, records and communications; may monitor contract services; collect and analyze statistical data and assist in the preparation of comprehensive reports on departmental activities and accomplishments; select, train, motivate and evaluate staff; prepare and present employee performance reviews; provide and/or coordinates staff training; work with employees to correct deficiencies; recommend, implement and enforce discipline procedures and processes; supervise and conduct investigations; and perform other related duties as required.

QUALIFICATION GUIDELINES:

Education and/or Experience: Graduation from an accredited college or university with a Bachelor's Degree in Criminal Justice Administration, Public Administration, Business Administration or related field. Must currently be a Lieutenant, Commander, Captain or above; and have at least two (2) years of increasingly responsible law enforcement experience comparable to that of a Police Lieutenant in the City of Alhambra. Possession of a State of California P.O.S.T. Management Certificate or must obtain such within one (1) year of appointment. Master's degree is preferred.

Knowledge of: Extensive knowledge of modern law enforcement principles, practices and techniques; causes, prevention and control of delinquency; traffic enforcement and education; rules of evidence; rights of citizens and prisoners; law pertaining to search, seizure and arrest; court procedures; public relations techniques; interagency communication/assistance techniques and practices. Thorough knowledge of municipal organization and administration; principles and practices of police administration; patrol methods, criminal investigation and identification techniques; physical layout and composition of the City, including special law enforcement problems and/or news. Considerable knowledge of administrative procedures and techniques; Vehicle and Penal Codes; City personnel administration policies and procedures; principles of supervision; investigative techniques.

Ability to: Develop and implement comprehensive plans to satisfy department service needs; interpret and explain laws, regulations and rules, as well as City and departmental policy and procedures; effectively supervise, train and evaluate subordinate staff (sworn and non-sworn); think clearly and act effectively in emergency situations, exercising restraint and good judgment; maintain appropriate flow of communication and chain of command; identify and inform superiors of sensitive issue/situations; meet the public in situations requiring diplomacy and tact; safe use and care of firearms and other equipment; analyze statistics and prepare and present clear, concise and comprehensive reports; communicates effectively both orally and in writing; establish and maintain cooperative and effective working relationships with subordinates, other City employees, other law enforcement agencies and the public; prepare and administer departmental budget and fiscal controls; and effectively represent the Department.

REQUIRED LICENSE:

Possession of and ability to maintain the appropriate valid California Driver's License.

BENEFITS:

Effective January 1, 2013, new members to CalPERS or an agency with CalPERS' reciprocity will be subject to the provisions of the Public Employees' Pension Reform Act of 2013 (PEPRA) and will receive 2.7% @ 57 benefit formula under which the employee pays 12% as a contribution to the PEPRA plan. Employees who are current members of CalPERS or an agency with CalPERS' reciprocity, or who have less than a six month break in service between employment in a CalPERS (or reciprocal) agency will be enrolled in the 3% @50 benefit formula. Employees pay the entire 9% member contribution amount established by CalPERS for the 3%@50 retirement benefit formula and shall be made on a pre-tax basis. The City offers a Section 125 cafeteria benefit plan. The City does not participate in the Social Security System. City paid leave time (sick, vacation and holiday) available in accordance with City policies.

SELECTION PROCESS:

Applicants must apply online and attach their Bachelor's or Master's diploma and P.O.S.T. Management certificate (if any).

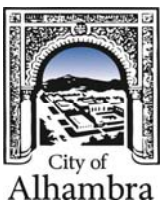
Applications will be screened for qualifications and appropriate background. Only the most qualified will be invited to participate in the examination process. Successful candidates must achieve a minimum passing score in each of the test components. The selection process includes a written assignment, an oral board and an assessment examination. Applicants will be notified by email as to the test date, time, and location of the examination.

Candidates will be required to pass a City administered pre-employment physical and may be required to pass a thorough background investigation and polygraph examination as part of the Selection Process. Candidates who do not pass will be disqualified and removed from the eligibility list.

ACCOMMODATION:

Applicants with legal disabilities who require special testing arrangements must contact the Human Resources Department at least five (5) business days prior to the examination date.

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESSED OR IMPLIED CONTRACT AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVOKED WITHOUT NOTICE.



Human Resources Department

Applicants must complete an application online prior to the final filing date. Please visit the City's job page at www.cityofalhambra.org

*Gateway to the
San Gabriel
Valley*