

and implementation of the departmental goals, objectives and administer policies and procedures.

- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems and internal reporting relationships; identify and implement changes if appropriate.
- Plan, direct and coordinate the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Work with Assembly Rules Committee to select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Advise on the acquisition and maintenance of the department equipment and vehicles; maintain safety standards for personnel and equipment.
- Provide staff assistance to the Speaker and Assemblymembers, prepare and present staff reports and other necessary correspondence.
- Represent the Sergeant-at-Arms department to other departments, elected officials and outside agencies; coordinate assigned activities with those other departments and outside agencies and organizations.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Attend and participate in professional group meetings; maintain awareness of new trends and development in the field of law enforcement, personal protection, emergency services, and related support services.
- Respond to and may command emergencies and disasters.
- Enforce House Rules and execute the commands of the Speaker.
- Work in conjunction with the Speaker of the Assembly and the Chief Administrative Officer in the implementation of security and other protocols within the department.

Knowledge Of/Ability to:

- Operations, services and activities of a comprehensive public safety program including, public safety, law enforcement, fire suppression, emergency medical services disaster preparedness and associated programs, services and operation.
- Organizational and Management practices as applied to their analysis and evaluation of programs, policies and operational needs.
- Peace Officer Standards and Training (POST) requirements.
- Recent Court decisions and how they affect department operations.

- Methods and techniques of public relations.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state, local laws, codes and regulations.
- Principles and practices of disaster preparedness, response and recovery.
- CPR, First Aid, Bloodborne Pathogens.
- Manage and direct a comprehensive public safety program including law enforcement, emergency services, disaster preparedness, and associated programs, services and operations.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operations needs and make appropriate adjustments.
- Delegate authority and responsibility.
- Operate modern office equipment and computers including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Meet the physical requirement necessary to safely and effectively perform the assigned duties.
- Travel as necessary including being prepared to travel on short notice when legislative functions require.

Minimum Qualifications:

- Ten (10) years of professional experience in law enforcement or a similar field.
- Five (5) years in management and/or supervisory experience within a complex public sector or private organization.
- A background working in an environment with elected officials is ideal.
- Ability to work additional hours based upon business needs.
- Ability to travel throughout the state of California and internationally.

Special Requirement: California POST certification; an adequate amount of time would be afforded to candidates from outside of the state to become California POST certified.

Contact: The final filing date is September 5, 2019. To be considered for this prominent and influential position, please immediately submit a resume (including dates of employment and scope of responsibilities, such as staff and budgets managed), cover letter, and the names of six work-related references (two supervisors, two direct reports, two colleagues), directly to:

Human Resources
California State Assembly, Rules Committee
Email: Human.Resources@asm.ca.gov