



CITY OF SEASIDE
invites applications for the position of:
Police Deputy Chief

An Equal Opportunity Employer

SALARY: \$79.98 - \$98.20 Hourly
\$13,863.55 - \$17,020.64 Monthly
\$166,362.56 - \$204,247.68 Annually

OPENING DATE: 01/08/23

CLOSING DATE: 02/19/23 11:59 PM

DESCRIPTION:

At the City's discretion, the closing deadline may be extended.

IMPORTANT INFORMATION:

Please note, on October 7, 2021, the City Council adopted a COVID-19 policy requiring all employees to be fully vaccinated as a condition of employment. Unvaccinated or partially vaccinated employees may seek City approval for an exemption, as part of an accommodation, in accordance with state and federal laws. Details about the Policy are available here: <https://www.ci.seaside.ca.us/602/Policies-and-Procedures>

Description:

Under general direction, plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex public safety support related to all programs and activities of the Police Department; coordinates assigned activities with other City departments and outside agencies; provides highly complex and responsible staff support to the Police Chief and others in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Police Chief. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a management classification that manages the operations and services of the City's Police Department. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of assigned functional areas, including patrol, public service and investigative functions, or administrative support activities. Successful performance of the work requires an extensive professional background as well as skill in coordinating work with that of other City departments and public agencies. This class is distinguished from the Police Chief in that the latter has overall management responsibility for all police department programs, functions, and activities, and for developing, implementing, and interpreting public policy.

EXAMPLES OF DUTIES:

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, manages, and oversees the daily functions, operations, and activities of all functional areas within the Police Department including patrol, public service or investigations, and administrative support services.
- Participates in the development and implementation of goals, objectives, policies, and priorities for the department; recommends, within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Participates in the development and administration of and oversees division budgets.
- Develops and standardizes procedures and methods to improve and continuously monitors the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Police Chief.
- Participates in the selection of, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees on performance issues; implements discipline and termination procedures.
- Recommends and administers policies and procedures while ensuring that operation and maintenance, financial, regulatory, and legal requirements are met.
- Oversees the development of consultant requests for proposal for professional and/or construction services and the advertising and bid processes; evaluates proposals and recommends project award; administers contracts after award.
- Investigates and resolves problems with requests for services or complaints regarding police functions; conducts internal investigations of complaints from officers and/or the public; mediates any conflicts or disputes with department personnel or the public; takes appropriate action to ensure a timely and equitable resolution when necessary.
- Provides leadership and administrative expertise during major emergency situations and natural disasters utilizing standardized Emergency Management System (EMS) regulations, including organizing operations center, call back of personnel and equipment resources, providing active management of emergencies and disasters, utilizing City's emergency action, and participating in organizing, planning, and practicing EMS training.
- Prepares, reviews, and completes various reports, including City Council agenda reports and department-related documentation and correspondence.
- Provides technical information and instruction regarding applicable procedures and methods; interprets and explains rules, regulations, and procedures; answers questions and resolves concerns.
- Serves as a department liaison to other City departments, divisions, and outside agencies; attends meetings, as necessary; provides staff support to commissions, committees, and task forces, as necessary; negotiates and resolves significant and controversial issues.
- Provides highly complex staff assistance to the Police Chief; develops and reviews staff reports related to assigned activities and services; may present information to the City Council and various commissions, committees, and boards; performs a variety of public relations and outreach work related to assigned activities.
- Assumes command of the Police Department as Acting Police Chief in the absence of the Police Chief, as assigned.
- Conducts a variety of organizational studies, investigations, and operational studies; recommends modifications to public safety programs, policies, and procedures.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of police services; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect operations; implements policy and procedural changes after approval.
- Receives, investigates, and responds to difficult and sensitive problems and complaints in a professional manner; identifies and reports findings and takes necessary corrective action.

- Performs other duties as assigned.

TYPICAL QUALIFICATIONS:

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year of college or university with major coursework in criminal justice, police science, public administration, or a related field, and four (4) years of supervisory experience in the police service equivalent to a Police Commander with the City of Seaside.

Must be able to pass a law enforcement background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

License/Certificate(s):

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Possession of a valid Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

Knowledge of:

- Administrative principles and best practices of a law enforcement agency, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of budget development and administration.
- Principles and practices of employee supervision, both directly and through subordinate levels of supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned functional area.
- Functions, services, and funding sources of a full-service municipal police department.
- Contract management and administration practices in a public agency setting.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Practices of researching municipal police services issues, evaluating alternatives, making sound recommendations, and preparing and presenting effective staff reports.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to public works operations and maintenance.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- o Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- o Administer complex and technical operations, maintenance, and related programs in an independent and cooperative manner.
- o Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.
- o Evaluate, develop, and implement improvements in operations, procedures, policies, or methods.
- o Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- o Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- o Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- o Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- o Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- o Effectively represent the department and the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations and in meetings with individuals.
- o Establish and maintain a variety of filing, record-keeping, and tracking systems.
- o Operate modern office equipment including computer equipment and specialized software applications programs.
- o Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- o Make sound, independent decisions within established policy and procedural guidelines.
- o Use English effectively to communicate in person, over the telephone, and in writing.
- o Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- o Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

SUPPLEMENTAL INFORMATION:

Physical Demands

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility, physical strength, and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves knowledge and use of firearms and other weapons, chemical agents, and restraint devices. Fieldwork requires frequent walking on uneven terrain, climbing and descending structures to access crime scene, and to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Environmental Elements

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibrations, confining workspace, chemicals, mechanical and/or electrical hazards, hazardous materials, and to potentially infectious materials such as bodily fluids including blood, transmissible diseases and needles. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. The principal duties of this class are performed in a police station environment with exposure to criminal offenders, mentally ill individuals, and persons potentially infected with communicable diseases.

WORKING CONDITIONS

Must be able to pass a law enforcement background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.

We do not accept applications or resumes for jobs which are not currently open.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/seaside/default.cfm>

Job #2023-01
POLICE DEPUTY CHIEF
SS

OUR OFFICE IS LOCATED AT:
440 Harcourt Avenue
Seaside, CA 93955
831-899-6711
831-899-6713
salcaraz@ci.seaside.ca.us

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Police Deputy Chief Supplemental Questionnaire

- * 1. Your application must include the following: 1. At least 10 years of employment history (assuming you have been employed for ten years) 2. Explanation for any gaps in employment 3. A reason for leaving each job 4. Three professional references (including names and phone numbers of present and past supervisors or managers, or persons for whom you have directly provided services, not peers) 5. A clear demonstration in your application and responses to supplemental questions, of all relevant education and experience. Responses such as "See Resume" or "See Application" will result in disqualification and will not be considered further. 6. Certificate of degree attached to your application RESUMES WILL NOT BE ACCEPTED IN LIEU OF AN APPLICATION I understand that my application may be rejected if incomplete or if I fail to provide any of the information listed above. CLICK YES TO ACKNOWLEDGE
 Yes No

- * 2. I have attached the following to my online application (I understand my application will be rejected without the following): 1. Copy of my degree 2. Supervisory POST Certificate 3. Proof of firearms qualification.
 Yes No

- * 3. Please describe your supervisory experience and include years, agency, and position.

- 4. OPTIONAL: If you are a veteran, are you requesting a Veterans' Preference? If so, you must attach a copy of your DD214 with your completed application form.
 Yes No

- 5. OPTIONAL: Are you a Veteran? Veterans are defined in accordance with California Government Code 18973 which states that a "veteran" means any person who has served full time for 30 days or more in the armed forces in time of war or in time of peace in a campaign or expedition for service in which a medal has been authorized by the government of the United States, or during the period September 16, 1940, to January 31, 1955, or who has served at least 181 consecutive days since January 31, 1955, and who has been discharged or released under conditions other than dishonorable, but does not include any person who served only in auxiliary or reserve components of the armed forces

whose service therein did not exempt him or her from the operation of the Selective Training and Service Act of 1940.

Yes No

* 6. How did you hear about this recruitment?

* Required Question