

Salary and Benefits

The annual salary range for the Police Chief position is \$85,937 to \$115,164 plus an excellent benefits package. The City provides the following benefits:

General Leave:

- Vacation: 17 days of paid vacation leave the first year, increasing to 20 days in year five and increasing to 25 days in year ten and to 30 days after fifteen full years of service
- Administrative Leave: 80 hours annual administrative leave
- Sick Leave: Leave is accrued at 3.69 hours per pay period for a total of 12 days of paid sick leave per year

Medical, Dental, & Vision Insurance: Medical coverage is a 90/10 plan provided through Anthem Blue Cross. Dental coverage is provided through Delta Dental, and vision provided through EyeMed. The policy covers employee and any eligible dependents, with the current employee contribution at \$46 per month.

Life Insurance: The City provides a \$25,000 term life insurance policy.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). For legacy members, the benefit level is 3% @50. For new members, the benefit level is 2.7% @57 with the employee contribution rate of 11.5% of gross salary per pay period.

Holidays: 14 paid holidays per year

Deferred Compensation: Voluntary plans available including IRS Section 125 Flexible Benefit Plan

Miscellaneous: Additional benefits include uniform and cell phone allowance

Selection Process

This position is open until filled. CURRENT APPLICATIONS due by 5:00 p.m. on September 13, 2016

To be considered for this opportunity, please submit a cover letter highlighting your experience, resume, and a City standard application in person or by mail at the following address:

**City of Susanville, Attn: City Administrator
66 North Lassen Street
Susanville, CA 96130-3904**

Applications are available at the address above or at www.cityofsusanville.org.

Candidates with questions may contact City of Susanville at (530)252-5100.



City of Susanville

INVITES APPLICATIONS FOR THE POSITION OF:

Police Chief



Open until filled. Current application deadline SEPTEMBER 13, 2016 at 5:00 pm

66 North Lassen Street, Susanville, CA 96130

Phone: 530.252.5100 | Fax: 530.252.1020

About the Position

The City of Susanville has an exciting career opportunity available for an experienced Chief of Police to join our team. Under the direction of the City Administrator, the Police Chief plans, coordinates and evaluates the activities of the Police Department's services including patrol, traffic enforcement, investigation, animal control, administrative support services and crime prevention. The ideal candidate will be an articulate, confident team player who demonstrates sound independent judgment and places a high value on community engagement. The candidate will be a results-oriented, dynamic leader with a proven ability to establish effective working relationships with employees of the department, City management, the community and other agencies within the region. This is a highly visible position requiring an individual who will be decisive, inspire confidence in others, and is able to set a positive and professional work ethic and tone for the department.

Minimum Qualifications Required

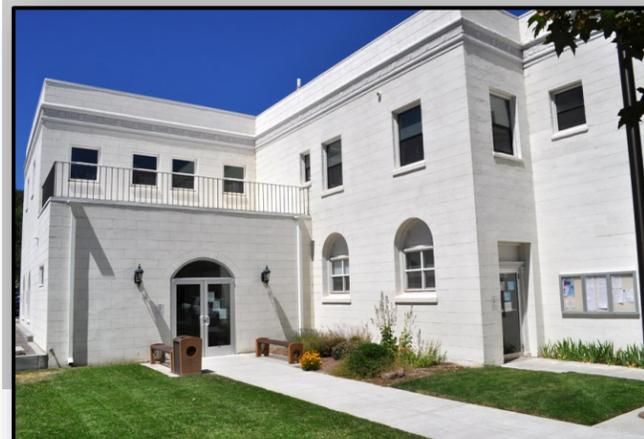
- Proven ability to organize, administer and evaluate comprehensive police services
- POST Management Certificate or ability to obtain Certificate within 1 year of appointment
- Bachelor's Degree, preferably in Criminal Justice, Public Administration or related field is desirable
- Seven years of extensive California law enforcement experience with a minimum of three years at the management or mid-management level
- Experienced with maintaining municipal operating budgets

License and certification

- Possession of a valid driver's license from the State of California.

Essential Duties and Responsibilities

- Develops, organizes and oversees the implementation of goals, objectives, policies, procedures and work standards for the police department.
- Provide supervision over sworn and non-sworn management, technical and administrative law enforcement personnel of the Police Department.
- Identifies and implements staff development and supervisory training programs.
- Actively serves as a member of the City Management Team and participates in strategic planning efforts and development of innovative law enforcement policies.
- Maintains procedures for citizen complaints and furnishing necessary copies to the City Administrator.
- Coordinates the preparation of a variety of statistical and financial reports to present to the City Council as well as other correspondence and written material.
- Represents the City and Police Department and assists in the development of intergovernmental plans and programs.
- Directs the preparation and administration of the police department's budget and directs funding to ensure adequate law enforcement services, programs, activities, supplies and equipment.



Necessary Knowledge, Skills, & Abilities

Knowledge of:

- Modern and complex principles, practices and techniques, of police administration, organization and operation, and their applicability to civic applications.
- Technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency, record keeping and care and custody of persons and property.
- Laws, ordinances and regulations affecting the work of the police department.
- Principles and practices of budget development, financial planning and resource allocation.
- Effective leadership, mentoring, team building, methods and problem solving techniques.
- Procedures for the filing, investigation and disposition of citizens complaints.
- Local government organizations and functions related to public safety.

The Police Department

The men and women of the Susanville Police Department are dedicated to providing the highest quality public safety services to ensure a safe community for both residents and visitors alike. Actions are based on the principle that all citizens have the right to be safe and secure in their daily lives. The department has an authorized staff level of 21 employees including 16 sworn peace officer positions, a Community Services Officer, Animal Control Officer, Youth Services Officer and Administrative Assistant. Customer service is a top priority within the organization with a clear expectation of responsiveness for all members of the community and department.

About Susanville and Lassen County



Susanville is a General Law City located in Lassen County and at 4,200 feet in elevation, residents and visitors enjoy four seasons and easy access to a wealth of year-round outdoor recreation opportunities. There are over 2,700 square miles of public lands, with hiking, biking, cross country skiing, horseback riding, hunting and off-road recreation activities enjoyed by the community. Fisherman and boating enthusiasts will enjoy the numerous lakes and rivers and proximity to

Eagle Lake. Susanville families enjoy and support many community activities and events including the Bizz Johnson Marathon, the Lassen County Trails Trust Rails to Trails festival, Mountain Bike races, the Main Street Cruise car show, Lassen County Fair and Parade, Safe and Sane Halloween and the annual Magical County Christmas celebration in the historic uptown area. Susanville offers quality health care at Banner Lassen Medical Center and higher education opportunities at Lassen Community College. Susanville also offers other amenities such as the 18-hole Diamond Mountain Golf Course, the Susanville Municipal Airport, the Susanville Symphony and is currently anticipating the upcoming Honey Lake Valley Community Pool, scheduled to open in 2017.