



City of Palos Verdes Estates

Invites you to apply for...

POLICE SUPPORT SERVICES MANAGER

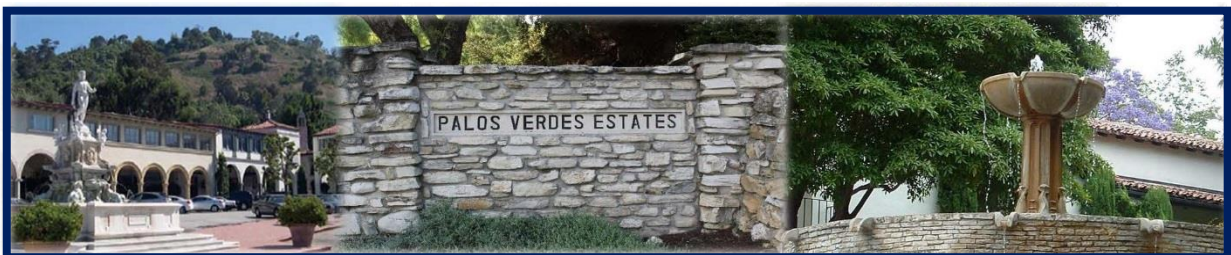
The City of Palos Verdes Estates is excited to fill a newly-created position in the Police Department. The City is seeking an individual that is eager to take initiative, capable of thinking outside the box, attentive to detail; who is an energetic and an independent worker, excellent multi-tasker; has experience managing and maintaining a budget, and who thrives in an atmosphere of change and growth, if this is YOU, we invite you to apply!

The Organization:

Palos Verdes Estates is a General Law City and operates under the Council/Manager form of government. The City Council is composed of five members who are elected at-large to serve four-year, overlapping terms. Each year, the Council selects one of its members to serve as Mayor and one to serve as Mayor Pro Tempore. The City also has an elected Treasurer. The City enjoys respected, efficient, and cohesive elected officials. The staff team consists of 55 outstanding individuals who enjoy high morale and who value honesty, integrity and exceptional service to the community. With public safety as the City's highest priority, the City also operates its own Police Department, which is highly respected for its responsiveness and community involvement. The City contracts with Los Angeles County for fire and paramedic services. City departments include City Manager, City Clerk, Engineering/Public Works, Finance, Planning and Building Services (supported by contract services); and Police. Palos Verdes Estates is primarily a residential community with minimal commercial tax base. Property taxes account for approximately 55% of City revenues.

The Department & Division:

The Palos Verdes Estates Police Department serves a residential community of approximately 13,500 residents. The Department has 25 Sworn Officers and 10 Non-Sworn Service Officer positions. The Police Department is a full-service program providing patrol, detective, dispatch, jail, and many community programs. The Spillman CAD/RSM is utilized in the Communications Center. The Communication Division is a critical support service in the Police Department. This Division, is an essential link between Officers in the field. Dispatchers handle several types of calls and situations daily, ranging from routine requests for information to emergency and life threatening incidents. Dispatchers work 12-hour shifts, and there are 2 Dispatchers on duty at all times. All Dispatchers are part of the Non-Sworn personnel. The Communication Division and Jail Operations are operated by Service Officers. The Jail is a Type I facility suitable for processing and housing inmates.



City of Palos Verdes Estates
POLICE SUPPORT SERVICES MANAGER

The Position:

Under the direction of the Chief of Police, the newly created Police Services Support Manager, manages the civilian functions of the Police Department. This position assigns, directs, and inspects the Volunteer Coordinator, Service Officers, and Community Relations Officer. Oversight includes emphasizing public relations as well as the performance of regular duties, plans and direct record, dispatch, personnel/training, community relations, jail operations, data entry, and property and evidence and serves as advisor to the Chief of Police.



The Support Services Manager performs a variety of duties as assigned, such as, and including budget preparation and management, timekeeping, personnel evaluations, training and research, equipment acquisition, grant writing, website and communications, and the administration thereof. The position manages the animal control contract, information technology and computer systems, capital improvements and projects, risk and liability programs, training, and facilities. Additionally, the position provides highly complex staff assistance to the Police Chief in matters related to a wide variety of department activities and programs, including but not limited to budgeting, human resources, risk management, inspections, and audits; research and special studies; data collection, statistical evaluation, development and monitoring of metrics, and analysis of departmental operations and structures. Specific responsibilities of the position are to perform and participate in comprehensive management analyses of Police Department or city policies, organizational structures, procedures, and fiscal issues; prepare staff reports and other written material as necessary; arrange for professional outside analysis when appropriate, act as a liaison with evaluators, and make public presentations. The position also provides administrative support to the Police Chief and the Department in disaster and emergency situations.

Budget Oversight:

The Police Support Services Manager will direct the development, organization, administration, monitoring and reporting of the Police budget; provide continuous and direct budget management and oversight, using management information systems established to track progress of expenditures and operations toward achieving established goals; perform budget projections and other fiscal analyses for written reports; instruct other departmental personnel in elements of the budget as well as the city's fiscal policies and procedures and oversee and manage Departmental contracts.

Ideal Candidate:

The ideal candidate will be a team player with analytical, organizational, and writing skills; have a background in Police/law enforcement, administrative support; and be experienced with budget preparation and financial analysis, program/project management, policies and procedure development, organizational analysis and contract administration. In addition, this position requires significant experience working with Excel, analyzing data and making recommendations and knowledge of dispatch/jailer roles and responsibilities.

City of Palos Verdes Estates
POLICE SUPPORT SERVICES MANAGER

Experience:

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities could be considered qualifying. A typical way to obtain the knowledge, skills and ability:

- Bachelor's degree in Criminal Justice Administration, Police Sciences, Public Administration, or a related field; a Master's degree in public administration or related field is desirable.
- Five years of responsible administrative and supervisory experience.
- Five years of responsible professional experience in policy analysis, budget and management operations in a municipal Police setting is desirable.
- Must have a valid California Class driver's license.
- POST Dispatcher certified is preferred.

Compensation & Benefits:

Palos Verdes Estates provides excellent compensation and benefits. Current monthly base salary range for the Police Support Services Manager is \$6670 - \$9199. The City also offers an outstanding benefits package including:

- Retirement: CalPERS Retirement System 2%@55 for "classic" PERS members; 2%@62 for new PERS members;
- Health Insurance: The City's 2016-2017 contribution is \$1,429 per month towards a choice of a PPO or HMO medical plan, PPO or HMO dental plans, and vision plan;
- Other Benefits: Life/Accidental Death & Dismemberment, Short Term Disability, Long Term Disability, Employee Assistance Program, Vacation leave (96 hours), Holiday Leave Administrative leave (48 hours) and access to a Deferred Compensation (457) Program and other voluntary benefits.
- The Police Support Services Manager is an exempt, management position.

We Welcome Your Application

Please submit a City application, a cover letter detailing why you are the ideal candidate for this newly created position, and resume. The deadline to submit all required materials is Friday, March 2, 2018, at 5:00 pm. For an application, visit the City website <https://www.governmentjobs.com/careers/pvestates>. Faxed or emailed application materials are not accepted. All applicants will be reviewed and only those candidates determined to be most qualified on the basis of experience and education, as submitted, will be invited to participate further in the selection process.

*Applicants with legal disabilities, who require special testing accommodations, must contact the City of Palos Verdes Estates Human Resources Office at (310) 750-9802 at least (5) days prior to the examination date.
340 Palos Verdes Drive West, Palos Verdes Estates CA 90274*

All qualified candidates are encouraged to apply; the City of Palos Verdes Estates is an Equal Opportunity Employer.

