

POLICE SERVICES SUPERVISOR



CLOSING DATE: OPEN UNTIL FILLED

SALARY: \$5,811 per month or salary step dependent upon experience (Top Step \$7,787)

POSITION: Full-Time, Permanent, 12 months per year. The Services Supervisor primarily works Monday through Friday, 8:00 AM – 5:00 PM with one hour for lunch between 12 noon and 1:00 PM. However, may be required to work night shifts, extended shifts, rotating shifts and holidays if staffing requires; compensated at time and a half.

STARTING DATE: As soon as possible upon completion of the search process.

BENEFITS

RETIREMENT: The City of Scotts Valley participates in the Public Employees' Retirement System (PERS). State laws have established the following retirement requirements: Candidates currently enrolled in the PERS system (Classic): 2.5% @ 55, with a 8% employee contribution and 3-year average; Candidates new to the PERS system, or who have had more than a six-month break from PERS (PEPRA): 2% @ 62, with a 6.75% employee contribution (subject to change in July) and 3-year average.

HEALTH INSURANCE: Dental / Vision premiums paid by the City of Scotts Valley. Medical premiums paid by the City as follows: \$1,000 Employee; \$2,000 Employee + 1; \$3,000 Employee + 2

LIFE INSURANCE: \$50,000 double indemnity policy; paid by the City of Scotts Valley.

LONG-TERM DISABILITY: Premiums paid by the City of Scotts Valley.

UNIFORM ALLOWANCE: Fully provided by the City of Scotts Valley, including cleaning.

VACATION: Full-time employees are eligible for 80 hours of vacation per year up to 5 years of service; 120 hours from 5 to 10 years of service; 160 hours for 10 years of service; and 168 hours for 15 or more years of service.

SICK LEAVE: Unlimited sick leave accumulation at ninety-six hours per year. The City has a sick leave buy-back incentive program.

PRE-TAX DEDUCTIONS: The Flexible Spending Account allows employees to make pre-tax deductions for allowable medical expenses not covered by the medical plan. The Dependent Care Assistance Program allows employees to make pre-tax deductions for dependent care.

BILINGUAL PAY: The City shall provide a monthly allowance of \$200 for bilingual speaking skills, upon the recommendation of the Chief of Police.

EDUCATION INCENTIVE: Upon completion of FTO, sworn personnel are eligible for the following monthly education incentive compensation: AA/AS: \$175; BA/BS: \$250; MA: \$300.

OTHER BENEFITS INCLUDE: Access to credit union, tuition reimbursement for job-related courses approved by the Chief of Police, employee membership in PORAC Union Representation, direct payroll deposit, deferred compensation plan, and retiree medical benefit.

JOB PURPOSE:

Under direct supervision of the Commander of the Support/Special Services Division, to provide office management for the Services Division of the Police Department (including police records and statistics, property and evidence, and computer system administration); to serve as official custodian of Police Department records; to supervise dispatcher/clerks; and perform other job related duties as assigned.

In addition to the above listed duties, the Services Supervisor shall schedule all dispatch personnel; supervise and evaluate performance of dispatcher; maintain and administer the Dispatcher Training Program and its related record keeping; coordinate all the work of the Police Volunteers; be responsible for all incoming monies, parking fines and warrant trust account and dispatch petty cash accounts; maintain the Master Forms File, maintain and supervise departmental records, warrants, correspondence, and various administrative files for the Services Division; prepare statistical reports for the department; conduct Services Division employment testing and interviewing for employment; maintain and update the Services Division Manual; receive and acts upon all subpoenas for release of police records; perform dispatch duties during personnel shortages and meal breaks; monitor the registration processing of all local drug and sex offenders in compliance with state law; close and clear cases per department policy; manage body camera records and requests with knowledge of release and redaction of videos; operate office equipment as required to perform duties of the position, including but not limited to radio, audio recorder, teletype, calculator, photocopier, fax and computer and monitors the ordering of all departmental forms and supplies.

EMPLOYMENT QUALIFICATIONS (MINIMUM REQUIREMENTS):

Proof at time of application that candidate will be at least 18 years of age at time of employment. High School diploma or GED/equivalent; Associates of Arts Degree or equivalent preferred. Considerable law enforcement records and/ or communications experience, including at least three years in a responsible position, with one year of experience in a lead or supervisory capacity with a law enforcement agency is preferred; Possession of a valid California motor vehicle operator's license (Class C/Class 3). Accurate typing/keyboard skill of 50 words per minute. Must be a citizen of the United States or a permanent resident alien who has applied for citizenship one year prior to application for employment, in accordance with Section 1031.5 of the Government Code. Must reside within a 60 minute drive to 1 Civic Center Drive, Scotts Valley, CA or be willing to relocate within a time limit as set by the Chief of Police of Scotts Valley.

KNOWLEDGE OF:

Dispatch job requirements; Computer Aided Dispatch (CAD), laws affecting the operation of police radios, CLETS, NLETS and NCIC, Public Records Act, NIBRS/CIBRS, archive and records retention laws; principles of supervision; training performance evaluations; office management methods and practices; telephone techniques, business forms, letters and report writing; proofreading; standard office equipment; proper English grammar, spelling and punctuation.

ABILITY TO:

Understand, interpret and apply modern police communications procedures including the Enhanced 9-1-1 System, and local, county, state and federal automated information systems; hear, understand, recall and accurately relay verbal communications and instructions received in person, over radio waves or via telephone; read and understand written instructions, City Personnel Rules and Regulations, local, state and federal laws, Police Department General Orders Manual, department rules, regulations and procedures; learn and efficiently execute extensive word processing tasks.

Supervise and delegate work to others; communicate courteously and effectively with the public and other staff; acquire knowledge quickly about City functions, policies and staff; compose correspondence when necessary; use good judgment and tact; reason and learn new techniques and equipment such as computer hardware and software; make mathematical calculations at a high school level; follow oral and written instructions; plan and organize own work and work space and schedule the work of others; take direction from several supervisors; remain calm under pressure; work independently with a minimum of supervision; operate equipment required for performance of duties; insure confidentiality when required; account for money accurately and with integrity; and compose clear, concise instructional material.

APPOINTMENT:

Any candidate selected by the appointing department must pass a pre-employment medical, psychological, and polygraph exam administered by City-selected personnel before hire. Candidates must be fingerprinted and take a loyalty oath at the time of hire. Appointments to regular positions are subject to a 12 month probationary period which is considered a part of the selection process. Probationary employees may be terminated without recourse during this period.

APPLICATION AND SELECTION PROCESS:

Applicants are required to complete a City Employment Application Form located on the City of Scotts Valley's website at <https://www.governmentjobs.com/careers/ScottsValley> under the Police Services Supervisor listing.

Applicants are also required to prepare and submit a detailed resumé to include their education background, job experience and any additional training relating to the field of law enforcement, business and/or technology.

Applicants must also submit a typing certificate of 50 WPM or more. Suggested locations to obtain a certificate:

EXPRESS EMPLOYMENT PROFESSIONALS
9000 Soquel Ave., #102
Santa Cruz, CA
(831) 462-1202

MANPOWER
2001-A 40th Avenue
Capitola, CA
(831) 476-6666

*Self-generated computer internet typing certificates will **not** be accepted.*

Applicants are also required to complete a Personal History Statement (PHS) – Public Safety Dispatcher and submit it with your application:

https://post.ca.gov/portals/0/post_docs/publications/2-255-phsDispatchers.doc

CANDIDATE PROCESS:

All candidates selected from the application process will be invited to attend an Oral Board Panel at the City of Scotts Valley Police Department, 1 Civic Center Drive, Scotts Valley. The Oral Board Panel will consist of job-related questions designed to measure an applicant's judgment and knowledge, oral communication skills and interpersonal skills.

An intensive background investigation will be conducted on each final candidate in accordance with the Peace Officer Standards and Training Commission Peace Officer Background Investigations Guidelines.

Candidates will also be required to successfully pass a psychological exam given by a City selected psychologist and a medical exam by a City selected physician. In addition to the qualifications noted above, suitability for employment will also be based on the following job dimensions: problem-solving ability, learning ability, observation skills, willingness to confront problems, interest in people, interpersonal sensitivity, desire for self-improvement, dependability, integrity, credibility, communication skills and judgment under pressure.