

POLICE SERGEANT

Classified Management Position 100%-12 Months

#039

FINAL DATE TO SUBMIT THE DISTRICT APPLICATION AND ALL SUPPORTING DOCUMENTS AUGUST 18TH, 2017 BY 4:00 PM

We are looking for candidates who have the desire and ability to create a welcoming work environment that positively engages and impacts our diverse workforce and student population. Our goal is to create an inclusive working environment of collaboration, transparency, support, and shared leadership among all constituency groups: faculty, staff, administration, and students. We are looking for candidates who share the District's vision and willingness to ensure equal employment opportunity, will assist in creating an environment that is welcoming to all, and that will foster diversity and promote excellence.

DEFINITION:

Under the general direction of the Chief of Police and Safety Services, the position serves as the Pasadena Area Community College District (the District) administrator responsible for managing, directing, and coordinating the activities of a division within the Police and Safety Services; provides staff assistance to the Chief of Police and Safety Services. The position exercises direct supervision over subordinate personnel.

DISTINGUISHING CHARACTERISTICS:

The Police Sergeant assists the Chief of Police and Safety Services in overseeing, directing, and participating in the day

to day operations of a division (operations or administration) of the Police and Safety Services Department. This includes short and long term planning, and the development and administration of departmental policies, procedures, and services. This classification will assist the Chief of Police and Safety Services in managing departmental functions, overseeing law enforcement administration, and be responsible for policing duties.

ESSENTIAL DUTIES: DEPARTMENTAL MANAGEMENT:

- Leads a division within the department (Operations or Administration), and is responsible for all job functions within the department.
- Supervises campus police officers and department employees.

- Assists in developing and managing annual budget, including general funds, equipment, grants, and other programs and projects.
- Recommends goals and objectives, assists in planning, developing, implementing and evaluating departmental programs, policies, procedures, and rules.
- Implements College, departmental, divisional, and unit goals and policies.
- Develops, evaluates, and manages projects. Assigns tasks to others in order to complete each project.
- Assists in recruiting, training, and evaluating employees.
- Investigates service complaints and commends appropriate remedial action.
- Attends and participates in various meetings on and off campus.

POLICE ADMINISTRATION:

- Acts as watch commander during assigned shifts.
- Acts as Incident Commander during police operations in the absence of the Chief of Police and Safety Services.
- Compiles information and data in order to prepare
a wide variety of reports, including those for various governmental agencies on county, state, and federal levels.
- Assures compliance with all applicable criminal justice systems, county, state, and federal codes and laws.
- Develops effective patrol response to identify crime patterns, trends, and activities.
- Provides security planning for large gatherings, assemblies or athletic events.
- Prepares and presents to the court requests for search and arrest warrants.
- Serves search and arrest warrants.
- Serves as the direct liaison with local law enforcement agencies.
- Plans specific programs and activities designed to suppress crime and criminal conduct, using all available departmental and community/campus resources.

- Assists the Chief of Police and Safety Services in developing and managing campus wide emergency preparedness programs.

POLICING:

- Conducts investigations of complex campus crimes

and coordinate criminal investigations with the District Attorney's office, Probation Departments, Parole Departments, as well as all other criminal justice agencies.

- Receives incident reports for follow-up investigation to include contacting witnesses, victims, and suspects for interview and/or interrogation.
- Supervises patrol officers in the field
- Responds as a backup police officer during emergency situations.
- Enforces traffic related incidences around campus
- Patrols campus on foot to enforce District policies and procedures.
- Develops campus community oriented policing.

This job description does not state or signify that these are the only duties that will be performed by the incumbent in this position. The incumbent will be required to follow any other instructions and to perform any other duties requested by his or her supervisor.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Laws of arrest, search and seizure
- Theory and practice of police supervision, management, and training.
- Public safety, investigation, law enforcement and security methods, practices and procedures.
- California Penal, Vehicle, and Education codes.
- Court procedures.
- District policies and procedures related to assigned activities.
- First Aid and CPR.

- Law enforcement training procedures and methods.
- Crowd and traffic control and enforcement procedures.
- Emergency dispatching administration and organization.
- Technical and operating principles, practices, and problems in public safety communications.
- Public records linking systems, including California Law Enforcement Telecommunication System (CLETS) and Justice Data Interface Controller (JDIC).
- Effective organizational skills.
- Record-keeping and report preparation techniques.
- Budget preparation and control.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Organizational structure, operations, programs, policies, and procedures common to institutions of higher education and campus policing.
- Interpersonal skills, use of tact, patience and courtesy.
- Problem solving and conflict resolution in an academic environment.
- Modern office practices, procedures, equipment, and software applications.

ABILITY TO:

- Write, conduct, follow and serve search warrants.
- Administer first aid in emergency situations.
- Conduct training and briefing sessions and various classroom presentation.
- Arrest combative subjects.
- Gather, assemble, analyze, and evaluate facts and evidence.
- Interpret and apply laws, rules, and regulations.
- Demonstrate safe and effective law enforcement practices.
- Respond quickly, effectively, and efficiently in emergency.

- Make effective presentations to individuals and groups.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Prepare comprehensive narrative and statistical reports.
- Supervise the administration of multiple budgets.
- Communicate effectively both orally and in writing.
- Operate a computer and assigned office equipment
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Ensure compliance with local, state and federal guidelines, policies, rules, and regulations.
- Select, supervise, train, and evaluate staff; prioritize and assign work to meet deadlines.
- Establish and maintain positive and effective working relationships with others.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

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:

- 6 years of experience in law enforcement including four (4) years of experience in a lead or senior capacity AND
- An Intermediate POST Certificate

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree from an accredited institution, or equivalent, in relevant discipline and/or an Advance P.O.S.T Certificate.

REQUIRED CERTIFICATIONS:

Possession of a valid California driver license.

PHYSICAL DEMANDS:

The position will continuously exhibit: communication

skills, repetitive movement of hands and fingers from the dominant hand, grasp objects with a simple/light to rm/ strong grasp using both hands, and the use of depth perceptions and ability to focus. The position will frequently exhibit mobility and the ability to bend over. The position will be occasionally required to exhibit the ability to: climb, reach overhead, crouch, kneel, balance, the ability to push or pull objects ranging from 10 lbs. or less to over 100 lbs., lift objects ranging from 10 lbs. or less to over 100 lbs., and carry objects ranging from 10 lbs. or less to over 100 lbs. The position will seldom require the ability to crawl.

ENVIRONMENTAL ELEMENTS:

The position will frequently work: inside a moderate of ce environment, and with customers, end users, and the general public through various assignments and essential responsibilities. The position will occasionally: be exposed to quiet, moderate, and loud noises; and work in an outdoor environment and be exposed to humid, moderate, and

dry temperatures in order to provide security supervision

of gatherings, events, patrols, and conducting safety and security checks. The position will seldom work around: hazards (biological, chemical, electrical, radiation, sharp objects, heavy machinery), unprotected spaces (high places/ high heights), constricted spaces, fumes, gases, odors, dust, grease, oil, mud, moving mechanical parts, and wet slippery oors/surfaces through patrolling, apprehending suspects, and conducting investigations.

EXEMPT POSITION:

This is an exempt position and is not subject to overtime.

LEVEL OF SUPERVISION EXERCISED:

This position will exercise supervisory duties over subordinate staff.

SALARY AND BENEFITS:

Salary and other terms of employment are competitive. Placement is at salary range M-3 on the District Management Salary Schedule which is available online at <http://www.pasadena.edu/hr/docs/compensation/Management-Association.pdf>.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

CONDITIONS OF EMPLOYMENT:

- Successful completion of: (1) oral examination, (2) thorough background investigation, (3) psychological screening and (4) medical examination.
- Successful completion of livescan clearance and TB screening.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS if you are a current or former member.
- Board of Trustees approval.

APPLICATION AND SELECTION PROCESS:

Pasadena City College <http://apptrkr.com/1049780>. Hard copy, e-mailed, or faxed resumes are not accepted.

All materials are submitted electronically through PCC's Applicant Tracking System (ATS). Applications completed and submitted by August 18th, 2017 at 4:00 p.m. will receive full consideration.

APPLICATION AND SELECTION PROCESS (CONTINUED):

- If you do not follow the process or your application/ resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- While the acceptance of the application packet is done through PCC's Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Positions are full-time (100%) and "open until filled," unless otherwise stated.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete. If you require assistance, please contact the Human Resources office at 626-585-7388. Applicants may expect to be notified approximately 4 - 5 weeks following the closing date as to the status of their application.

SUPPORTING DOCUMENTS:

For full consideration, all of the following must be submitted along with the online application. An incomplete application packet will not be accepted.

1. At least five references (name, address, phone number, email address and position),
2. A letter of interest addressing the selection criteria and extent of experience listed under "The Representative Duties," "Knowledge of," "Ability to," "Education and Experience," and "Desirable Qualifications" headings.
3. Professional resume
4. Other information considered pertinent to the application (optional)

Note: It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for

this position only and become the property of the District. Materials, including USB ash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been

serving the San Gabriel Valley for more than 90 years. PCC enrolls more than 30,000 students each semester and

offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 80% of our students receive the Board of Governor's Fee Waiver which is based upon

the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to www.pasadena.edu.

MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to providing access to higher education for members of the diverse communities within the District service area and to

offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

To apply, visit <http://apptrkr.com/1049780>

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