

The Position

Under general direction, the Police Lieutenant manages the activities and functions of an assigned unit, function or patrol shift; performs special law enforcement and investigative tasks; conducts research, prepares staff reports, develops major event and tactical planning, and assists in developing objectives coinciding with long-range goals and priorities. This position may be assigned as acting Police Captain in his/her absence; and performs other duties as assigned.

Supervision Received and Exercised

General supervision is provided by a Police Captain and/or the Police Chief. Direct supervision and supervision through secondary supervisors is provided to assigned sworn and non-sworn personnel.

Essential Functions

Management Functions

- ▶ Plans, develops, coordinates, schedules and supervises the activities and personnel of an assigned unit, shift or program.
- ▶ Trains, counsels, assist and evaluate the performance of first line supervisors.
- ▶ Conducts complex special and internal affairs investigations.
- ▶ Coordinates department resources with allied agencies in the handling of major events or special problems.
- ▶ Develops effective major event and tactical plans.
- ▶ Responds to employee and citizen complaints in a timely manner.

Administrative Functions

- ▶ Represents the department in meetings and makes presentations; attends council meetings.
- ▶ Participates in the preparation and administration of the department's budget.
- ▶ Share on-call status with other administrative staff.
- ▶ Serves as acting Police Captain, as needed.
- ▶ Performs activities in support of the management team.
- ▶ Studies problems, analyzes data, makes recommendations and prepares staff reports.
- ▶ Effectively facilitates and supports organizational and community change.

Qualifications

Demonstrated Knowledge of:

- ▶ Modern concepts and practices of municipal, public and police administration.
- ▶ Local, state and federal laws and case decisions.
- ▶ Methods of managing and planning for patrol, investigation, crime prevention, youth services and family counseling, animal control, tactical and major event planning.
- ▶ Effective communication techniques, including public speaking.
- ▶ Modern personnel management practices, including selection, training, career development, scheduling, discipline and evaluation.
- ▶ Complex research and reporting methods.
- ▶ Effective application of human relations techniques.

Demonstrated Skill to:

- ▶ Plan, manage and coordinate the activities of a Division, unit or program.
- ▶ Maintain broad and balanced perspectives on complex issues, analyze problems, exercise sound judgment, plan police role in major and tactical events.
- ▶ Communicate effectively both orally and in writing.
- ▶ Exemplify an enthusiastic, resourceful, and effective service attitude with those contacted in the course of the work.

Ability to:

- ▶ Effectively work under the urgency of deadlines.
- ▶ Recognize trends and problems in the police field and in the analysis and development of solutions to problems.
- ▶ Solve complex problems and mediate to resolve disputes.
- ▶ Provide resourcefulness in all facets of modern and progressive law enforcement management.
- ▶ Establish and maintain effective employee and citizen relations and effectively relate to those contacted in the course of work.

Experience and Training

Any combination of experience, education and training that would provide the best-qualified candidates. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Four consecutive years of experience as a California Police Officer including at least two years of line level supervisory experience at the time of appointment.

Education: Ability to obtain a Bachelor's Degree within three years and the possession of any one of the following educational standards will be accepted as sufficient to provide the requisite knowledge, skills and abilities for this position:

- ▶ Intermediate P.O.S.T. Certificate (Advanced & Supervisory Certificates desirable)
- ▶ A.A. degree (Undergraduate Degree desirable).
- ▶ Sixty (60) accredited semester college units.

Training: Any recent training, such as academic courses or certification programs which are relevant to this job classification.

License: Possession of a valid California driver's license and a satisfactory driving record, as determined by the City.

Other Requirements: Must have willingness and ability to: work hours necessary to accomplish the job requirements; work and shift, holidays, weekends, and be available on call, as required; attend meetings, seminars and conferences during work and non-work hours.

Compensation & Benefits

Current Compensation and Benefit details available at the City of Belmont Human Resources Department.

Employee Assistance Program: EAP is available to each employee and their dependents for confidential, short-term counseling.

Selection Process

This position will be in-house promotional examination.

Process may consist of a Written Examination and/or Oral Board interview(s), or an Assessment Center to establish an eligibility list. This list will be in effect for at least one year and may be used at the discretion of the Chief of Police.

Note: The City reserves the right, at its discretion to limit the number of qualified candidates invited to written/oral interview examinations.

The process may also consist of Administrative and Command review of the top candidates.

The absence of any of the required documents may result in disqualification.

Please submit the following documents to qualify for this opportunity:

- ▶ One page memo of interest outlining your skills and competency for this position.
- ▶ One page response to each supplemental question
- ▶ Current resume

Supplemental Questions:

1. How might the widespread economic recession affect the Belmont community and what can the Belmont Police Department do to counter those effects?
2. As a new lieutenant placed in charge of patrol, what changes would you make in the first sixty days and why would make them.

Your answer to each question shall be limited to one (1) page

Please submit a single copy of these documents to Human Resources attention:

Laura Kirby

Bound copies will not be accepted

The City of Belmont Police Department

Invites Applications
For

POLICE LIEUTENANT In-House Promotional



Final Filing Date:
Monday, 04.16.2012, 5:00 PM



An Equal Opportunity Employer

The information contained herein is subject to change and does not constitute either an expressed or implied contract. We will make reasonable efforts in the recruitment process to accommodate persons with disabilities. Please advise Human Resources Department of the special needs with reasonable notice