



Career Opportunities

City of San Gabriel

425 South Mission Drive • San Gabriel, California 91776
P. O. Box 130 • San Gabriel, California 91778-0130

SAN GABRIEL POLICE DEPARTMENT POLICE CAPTAIN (OPEN)

THE CITY: The “Birthplace of the Los Angeles Region,” San Gabriel is the site of Mission San Gabriel, the 4th mission established in the chain of 21 California missions and founded in 1771. San Gabriel values and celebrates its history, culture and diversity. This is an exciting opportunity to perform community building in an environment whose mission is to deliver the best, cost-efficient municipal service, and create a community that future generations will be proud of and enjoy. Incorporated April 24, 1913 as a general law city, San Gabriel is 4.1 square miles, with a population of approximately 40,000 residents.

THE DEPARTMENT: The San Gabriel Police Department exists to serve all the people within the community in a professional and timely manner. They work in partnership with all citizens to establish and maintain community peace and enhance the quality of community life. Recognizing that integrity is the foundation of their profession, they endeavor to preserve and protect the public trust placed by adhering to the highest standards of honesty and ethical practice.

COMPENSATION: Salary Range: \$9,675-\$11,758 per month. Benefits include generous contribution to medical insurance, and City-paid dental and vision insurance, long-term disability, life insurance, and uniform allowance. The City offers a lifetime medical program for vested retiree and family per Government Code 22825.5. 4/10 work schedule, 80 hours of vacation leave (escalates, based on seniority), 40 hours of administrative leave, 96 hours of sick leave, 96 hours of holiday leave, education reimbursement, bilingual bonus, and participation in the California Public Employees’ Retirement System (PERS). **The City of San Gabriel is in the process of transitioning to a two-tier retirement system with future new safety employees being hired into the 2nd Tier formula with the California Public Employees’ Retirement System (CalPERS).**

POSITION: Under direct administrative direction, the Police Captain will direct, manage, plan, supervise, and coordinate programs and activities of the assigned major division of the Police department. The three major divisions include Administrative Services, Investigations, and Uniform Patrol.

TYPICAL DUTIES: The following tasks are essential for this position and may include, but are not limited to: coordinating and supervising staff and operational activities; managing and participating in the development and administration of the annual budget; managing and participating in the development, implementation, and administration of goals, objectives, policies, and priorities; continuously monitoring and evaluating the short and long term efficiency and effectiveness of service delivery methods and procedures; directing the implementation of improvements; maintaining and facilitating public relations and cooperative working relationships with news media, schools, local organizations, the general public, and internal staff; attending and speaking at various community functions and meetings; negotiating and resolving significant and controversial issues; providing responsible staff assistance to the Police Chief; participating on a variety of inter- and intra-departmental committees; staying abreast of new trends and innovations in the field of law enforcement; serving as Acting Police Chief upon the absence or request of the Police Chief; and performing related duties and responsibilities as assigned.

QUALIFICATIONS: *Knowledge of:* concepts and principles of community oriented policing, organizational and management practices; modern and complex principles and practices of law enforcement program development and administration; technical and administrative phases of crime prevention and law enforcement; recent court decisions and pertinent laws and how they affect department and division operations; principles of supervision, training, and performance evaluation; operational characteristics, services and activities of a comprehensive municipal law enforcement program; concepts of tactical and emergency operations management; research, application, and administration of grant projects; information and technology based systems.

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Skill and Ability to: operate modern police and office equipment; provide administrative and professional leadership and management; recommend and implement goals, objectives, and practices for providing effective and efficient law enforcement services; project consequences of proposed actions and implement recommendations in support of goals; prepare and administer budgets; act quickly and calmly in emergencies; meet the physical requirements necessary to safely and effectively perform the assigned duties; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. **License(s):** Possession of, or ability to obtain, a California P.O.S.T. Management Certificate within 24 months of appointment to position as a condition of employment. Possession of a California Class C Driver's License and ability to maintain a satisfactory driving record. **Experience and Education:** Any combination of experience and/or education that has provided the knowledge, skills and abilities necessary for satisfactory job performance would be qualifying. An example combination is a Bachelor's degree from an accredited college or university with major course work in criminal justice, police science, public administration, or a related field; ten years of increasingly responsible full-time experience as a sworn officer with extensive administrative and supervisory responsibility; and one year at the rank of Lieutenant.

APPLICATION INSTRUCTIONS: Applications may be obtained from the Human Resources Office, San Gabriel City Hall, 425 South Mission Drive, San Gabriel, CA 91776, or at www.sangabrielcity.com. All applicants are asked to submit the following documentation, by the "apply by" date:

- Completed City of San Gabriel Employment Application
- Resume

APPLY BY: 5:00 p.m., Friday, February 17, 2012. Postmarks received after the filing deadline will not be accepted and the City assumes no responsibility for failure to deliver by mail carrier. No email or faxes will be accepted.

EXAMINATION PROCESS: Applications will be screened and applicants possessing the required qualifications will be invited to continue in the examination process. This examination process will be administered by Donnoe & Associates, Inc. The following schedule has been established for this examination:

Candidates Orientation/Written Exercise Assessment Center	Monday, March 5, 2012* Thursday, April 5, 2012*	Fire Dept. Headquarters, EOC San Gabriel City Hall, 2 nd Floor
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*Time to be determined at a later date

Written Exercise: Assessment Center:	Ranked Among Candidates 100%
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The candidates with the highest passing scores will be invited to participate in the Assessment Center. The Assessment Center will consist of three (3) components: *Problem Analysis*, *Administrative Exercise*, and *Oral Interview*. All three components will be equally weighted. Candidates who achieve a total combined (three components) average score on the Assessment Center of 70% or above, will be placed on an eligibility list. Candidates who achieve a total combined (three components) average score below 70% for the Assessment Center will be disqualified from further consideration.

NOTE: Candidates considered for employment must pass a medical examination, drug screening and submit to a complete background investigation, as well as polygraph and psychological examination. The City of San Gabriel maintains a zero tolerance policy regarding the maintenance of a drug, alcohol, and smoke free work environment.

ACCOMODATION: If you require special accommodations due to legal disability, please inform the Human Resources Office five (5) days prior to the date of the examination.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract and any provisions contained in this bulletin may be modified or revoked without notice. The City of San Gabriel does not discriminate against minorities, women or persons with mental or physical disabilities.

AN EQUAL OPPORTUNITY EMPLOYER