



# City of Milpitas

We invite applications for the position of:

## Assistant Chief of Police (Internal Applicants Only)

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**Annual Salary Range:** \$183,999.92 - \$229,999.90

**Post Date:** November 15, 2018

**Close Date:** **November 30, 2018, 5:00 PM**

### Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

### The Opportunity

The Assistant Chief of Police is a sworn leadership position responsible for the overall daily operation of the Milpitas Police Department. It requires thorough knowledge of all department operations, as well as a complete working knowledge of the Department's budget, including its preparation, administration, and oversight. The incumbent will act as the Chief of Police in his absence.

We want a leader with the ability to demonstrate strong ethical, professional, responsive, respectful, and service-oriented management and interpersonal skills; command the respect of and sets a good example for his/her superiors, peers, and subordinates; understand, accept, and correctly apply the beliefs of the Department's philosophy and values. The Assistant Chief of Police will have already established and maintains a good rapport with other City departments and Department Heads; exercises good independent judgement and discretion; manages and directs employees as required; formulates and oversees policies for effective use of assigned personnel and budgets; and consistently demonstrates a willingness to cooperate with the remainder of the Management Team, other members of the Department, and other City offices.

### What You Will Do

*Duties may include, but are not limited to the following:*



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- Manages the various functions of all divisions, in formulating and revising general orders on policy and procedure, in analyzing operations, and in the assignment of personnel;
  - Studies and does research on police field activities and in administrative matters;
  - Takes over responsible charge of the personnel, activities and equipment of the Police Department in the absence of the Chief of Police;
  - Maintains discipline;
  - Confers with officers and supervisors in regards to departmental working relationships;
  - Periodically inspects and appraises all officers' work during tours of duty;
  - Assists in the preparation of the annual budget and the annual report;
  - Receives reports forwarded to the Chief's Office and refers to the Chief of Police all matters of importance requiring his/her attention;
  - Consults with and keeps City Manager informed of matters of importance; gives such information as may be desired upon police questions, and acts on or disposes of them in accordance with the policy of the Chief of Police;
  - Maintains effective public relations in the field and in the office, including addressing public gatherings;
  - Initiates correspondence;
  - Prepares special reports;
  - Coordinates the investigation of complaints referred to the Chief's Office by the City Manager, other City Departments, or members of the public;
  - Handles routine assignments; and does related work as required, and
  - Performs other duties as assigned.

### **Experience and Education**

*Any education or experience equivalent to*

Possession of a Bachelor's Degree in Criminal Justice, Police Science, Business Administration, or an approved related field, and

Minimum of two (2) years experience as Police Lieutenant with the City of Milpitas.

*Desirable experience includes:*

Successful completion (and application of the concepts) of the P.O.S.T. Supervisory Leadership Institute (SLI), FBI National Academy, or P.O.S.T. Command College.

### **License and Other Requirements**

Possession of an appropriate, valid California Driver license is required.



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### Special Requirements

### Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

### To Apply

Submit application, resume, copies of required certificates online at [www.calopps.org](http://www.calopps.org) or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

A complete job description is available on the City of Milpitas website: [www.ci.milpitas.ca.gov](http://www.ci.milpitas.ca.gov) (under Classification and Compensation) or from Human Resources.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

### Benefits

The City provides an excellent array of benefits that includes the following. This position part of the Unrepresented group. Benefits Information is available online at:

<http://www.ci.milpitas.ca.gov/milpitas/departments/about-human-resources-2/benefits/>

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2016/02/Unrepresented-MOU.pdf>

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.