

SENIOR COMMUNITY SERVICES OFFICER

JOB ANNOUNCEMENT



COME JOIN THE FOSTER CITY POLICE DEPARTMENT!

The City of Foster City is looking for a dedicated and responsible individual to join the Police Department as a **Senior Community Services Officer**. This position requires mature judgement and discretion and is given specialized training. We are seeking highly skilled individuals with excellent interpersonal and communication skills. Under general supervision, this position supplements administrative staff and provides support for sworn staff in police operations. There are four main assignment areas for the position, but currently there is only one vacancy in Field Operations.



THE DEPARTMENT

The Police Department consists of two main divisions: Field Operations and Administrative Services. The two divisions work together to maintain a high quality of life for those who live, work, or visit Foster City. The department has 39 sworn and 16 civilian positions. Assignments vary from Motors, SWAT, Detectives, Community Engagement to promote your personal and professional development.

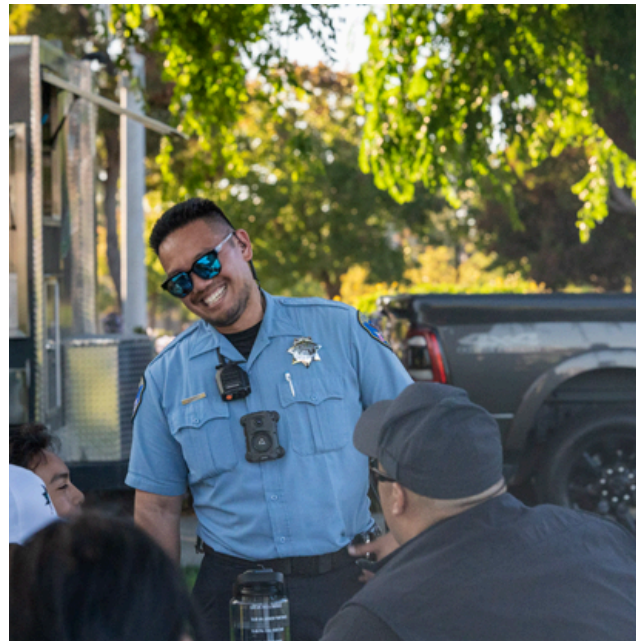
ANNUAL SALARY
\$83,861.44-\$101,934.14

THE POSITION

Under general supervision, this position supplements administrative staff and provides support for sworn staff in police operations. The assignment for this position is Field Operations.

Field Operations Assignment

Performs vehicle abatement duties, provides parking enforcement, performs evidence collection and processing in accordance with departmental procedures, prepares police and operational reports. Responds to subpoenas as necessary. Handle a variety of department fleet maintenance and equipment maintenance duties; run errands in support of department operations, and other duties as assigned.



IDEAL CANDIDATE

The ideal candidate has a solid understanding of municipal law enforcement operations, evidence-handling procedures, and data management. They demonstrate excellent communication skills, sound judgment, and professionalism. They can follow detailed instructions, learn and apply complex information, prepare accurate reports, and use modern office software effectively. This candidate provides courteous service, responds well to information requests, and builds strong working relationships with coworkers, partner agencies, and the public.



EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

EDUCATION

A high school diploma or equivalent with courses in office administration or specialized job training, with undergraduate college course work, specialized administrative or law enforcement education and/or training. An associate degree is desirable.

EXPERIENCE

Two (2) years of full-time experience using computers, telephones, radios and other modern office equipment and programs including preparing, compiling and distributing records, budgets, reports and statistical information.

SPECIAL REQUIREMENTS

Ability to provide effective service and technical support; ability to learn all assignments; ability to sit for long periods of time, stoop, squat, lift and carry small boxes, supplies and equipment up to 25 lbs.; ability to remain calm and courteous in stressful situations, possess stamina for high workload periods, high profile projects and tight deadlines; coordinate and communicate with a wide range of people, effectively disseminate information and analyze relevant data; flexibility to work irregular hours and overtime as necessary; handle multiple priorities and respond to urgent requests; provide community service in a polite and courteous manner.

EXPERIENCE

Two (2) years of full-time experience using computers, telephones, radios and other modern office equipment and programs including preparing, compiling and distributing records, budgets, reports and statistical information.

For knowledge, skills, and abilities, review the [Senior Community Services Officer](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

- Retirement: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.
- Deferred Compensation: Voluntary 457(b)/VEBA (tax deferred health benefit program).
- Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.
- Work Schedule: 4/10 hour work schedule.
- Other: Long-term disability insurance; and life insurance.

SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. The department will invite the most qualified candidates from the eligibility list to a final department interview. Applicants selected for a Departmental interview must complete a background investigation which includes a polygraph and fingerprinting. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a psychological examination and preemployment medical examination and other requirements as applicable.

APPLY

A City/District application is required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at www.calopps.org