



## City of Lathrop Police Services Manager \$81,137 to \$98,623 Annually OPEN UNTIL FILLED

### **THE COMMUNITY**

The City of Lathrop serves approximately 27,000 residents and is one of Northern California's fastest growing communities. It is strategically centered between the Stockton, Manteca, and Tracy submarkets within San Joaquin County. A dynamic executive leadership team guides City staff in working cross functionally to deliver services to Lathrop's growing community. As a result of careful stewardship, the City operates in a strong and stable financial environment.

### **THE ORGANIZATION**

The City of Lathrop incorporated in 1989 and operates in a Council-Manager form of government. The Lathrop City Council is comprised of five members, including the directly elected Mayor and four Councilmembers. This vibrant organization enjoys a strong, collaborative, and open setting. Lathrop has developed a long-range strategy to ensure a strong financial position for short and long-term stability.

### **THE DEPARTMENT**

The City of Lathrop contracts law enforcement services with San Joaquin County Sheriff's Office. There are a total of 31 officers, including the Police Chief, dedicated to Lathrop Police Services. Additionally, the City provides civilian staff to support our law enforcement needs. A new state-of-the-art administrative building is currently under construction to support the needs of a growing city. Completion of the new building is expected in the Fall of 2020.

### **THE POSITION**

Lathrop Police Services is currently recruiting for a Police Services Manager. This position is responsible for managing and directing the development of the Police Department's budget, providing administrative support to the Police Chief, and supervises lower level staff. The ideal candidate will be independent, highly motivated, organized, have a positive attitude and will be an effective team player who is able to multitask in a fast-paced work environment.



### **EDUCATION AND/OR EXPERIENCE:**

A typical way of obtaining the required qualifications is to possess the equivalent of three years of progressively responsible professional experience overseeing budget development and processing, financial analysis, grant management or similar business functions performed in a public agency setting, and a high school diploma or equivalent.

### **BACKGROUND INVESTIGATION**

Appointment to the position is contingent upon the successful completion of the background check by the City of Lathrop and the San Joaquin County Sheriff's Department.

### **APPLICATION REQUIREMENTS**

Completion of an application and response to the supplemental questionnaire is required. Application will be considered incomplete if a response is not provided to all of the supplemental questions. A résumé and/or cover letter may be submitted, but should not be used as a substitute for proper completion of the application.

To join our dynamic team, please submit an application at: <https://www.calopps.org/city-of-lathrop>

## BENEFITS

The City of Lathrop offers an attractive benefits package, including:

### Work schedule

9/80 work schedule with every other Friday off

### Healthcare

City contributes \$1,755 per month toward medical, dental, and vision insurance

### CALPERS Retirement

The City participates in the CalPERS retirement system. Classic members receive 2% at 60 years (employee pays 7%). New members will receive 2% at 62 years (employee pays 6.75%,)

### Social Security/Medicare

The City does not participate in Social Security, but there is a deduction for Medicare

### Retiree Health

The City contributes towards retiree health to age 65, based on years of service and a vesting schedule

### Holidays

12 paid holidays per year

### Vacation/Management Leave

10 paid vacation days per year to start, increases with years of service and 80 Hours of Management Leave annually

### Section 125 Program

Voluntarily option to set aside pre-tax money for unreimbursed medical expenses and/or dependent day care expenses

### Supplemental Insurance

Voluntary option to purchase additional insurance coverage

### Bargaining Unit

Represented by Lathrop Mid-Managers and Confidential Employees Association

## ESSENTIAL FUNCTIONS

Under general direction by the Police Chief, or designee this position is responsible for a wide variety of administrative and financial responsibilities and exercises direct and indirect supervision over assigned staff. This includes, but is not limited to the following essential functions:

- Provides instructions and guidance to police department staff in the development of budget requests; performs research and develops departmental revenue forecasts; evaluates budget requests for adequacy and relevancy to the department's goals and objectives; coordinates the development and preparation of the police department's budget with the Finance Department and City Manager's office.
- Attends city council meetings to make budget presentations during public hearings as directed; responsible for obtaining budget information from San Joaquin County Sheriff's Office for the purpose of development of the City budget for contract police services.
- Directs or coordinates the preparation of grant applications for police department programs and activities; manages the grant application process to ensure deadlines and other grant requirements are met; works with departmental staff to monitor and track grant revenues and expenditures and ensure compliance; works closely with finance staff to post grant awards.
- Plans, assigns, reviews and participates in the work of staff involved in the customer service, crime research, records, and communications functions; participates in the selection, motivation and evaluation of assigned staff, monitors work activities to ensure safe work practices, work quality, accuracy, and confidentiality; develops, implements and maintains a procedural manual.
- Develops, implements, monitors and evaluates current operational procedures and establishes goals and objectives; researches and recommends enhancements or changes to existing systems and procedures; develops, prepares and presents complex reports, verbally or in writing, to a diverse audience which may include Police Department management, city staff, appointed and elected officials and the public.
- Ensures appropriate training for assigned staff in all areas of work, including Department of Justice training for full and less-than-full access operators; maintains State required training files; identifies training opportunities and needs and makes recommendations to Police Chief.
- Responds to questions and concerns from the public, departmental staff and other agencies; provides information as appropriate and resolves service issues and complaints; provides for regular communication between sworn and non-sworn personnel.
- Develops schedules and methods for performing assigned duties; maintains appropriate work records and documents; prepares, maintains and validates statistical and analytical reports for city, state and federal agencies.

***The City of Lathrop is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, age, color, sex, sexual orientation, gender, national origin, or disability.***

***Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. The selection process may include an oral board interview, a departmental interview, and other related components.***