



CITY OF CAPITOLA, CA

INVITES YOUR
INTEREST IN
THE POSITION OF

POLICE CHIEF



The City of Capitola is a seaside community centrally located in Santa Cruz County and adjacent to the Monterey Bay.

THE COMMUNITY

The City of Capitola is a seaside community centrally located in Santa Cruz County and adjacent to the Monterey Bay. The City, with a population of 10,000, was named as one of the twenty best small towns in the west by *Sunset Magazine*.

Incorporated in 1949, the City includes the beach, a downtown village, a wharf, a Creek that runs through town and the 41st Avenue commercial area. The City is a recreation paradise, with more than two miles of coastline. In addition, Capitola is close to a number of state and regional parks with miles of biking and hiking trails and abundant recreational opportunities.

The City is known for its great sense of community. Important annual events, such as the summer Twilight Concerts, the Begonia Festival and the Art and Wine Festival, not to mention Surfing Santa and the annual Village Easter Egg Hunt make Capitola a truly unique place to live. There are a wide range of housing opportunities in Capitola, from quiet, single family neighborhoods to quaint apartments in the heart of the Village.

The future of Capitola will be marked by limited population growth while continuing to have a significant tourism industry. The General Plan has recently been adopted and will help define how the community will grow into the future while preserving Capitola's unique and charming characteristics. The entire City staff is dedicated to helping the community and City Council achieve this vision so Capitola remains a wonderful place to live and work.

THE ORGANIZATION

The Capitola Police Department consists of 21 sworn officers. In addition to the Police Chief, there is one Captain, four Sergeants, and 16 Police Officers. The Department also has two Community Service Officers, three Parking Enforcement Officers, one Records Manager, two Records Clerks, one Records Analyst, and one Administrative Assistant who reports directly to the Chief.

The Department is divided into two divisions: Administration and Operations. The organization has three rotating specialized assignments: K-9, Motorcycle Patrol and Detective. Patrol teams work four ten-hour days per week and detectives work a five-day week.



THE IDEAL CANDIDATE

The ideal Chief will be a hands-on executive with the technical expertise to continue the Department's tradition of top-notch professionalism. The new Police Chief will be collaborative, innovative, imaginative, and capable of solving complex issues while foreseeing and avoiding oncoming problems. The Chief will be a dedicated leader for the Department with a proven track record of working proactively with an involved community. The Chief will continue to promote community crime prevention/suppression awareness by maintaining and strengthening the existing partnerships with the community.

Ideally the candidate will have law enforcement experience gained through a career in a community with similar issues and complexity. The City of Capitola is seeking a Police Chief who is interested in make a long term commitment to the City and would prefer to live in the community.

The Police Chief will be an active member of the City Manager's management team. Participating in executive-level meetings with fellow Department Heads and the City Council, his/her contribution will be above and beyond traditional police services and will cover broad City issues.

The following are some of the personal and professional qualities the City is seeking in the new Police Chief:

- **Leadership:** Must provide a command presence with the ability to build a strong team and mentor the staff. Lead by example.

- *Community Involvement:* Should be an active community contributor.
- *Management Style:* Flexible; friendly; confident, but not arrogant; motivated; collaborative and creative. Must have excellent written and oral communication skills. A person of high ethical standards.
- *Budgeting:* Ability to analyze and recognize budgeting issues along with being resourceful in identifying financial opportunities.



Candidate profile may be refined based on input from various stakeholders.

EXPERIENCE & EDUCATION

Education – Equivalent to 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. Master's degree preferred.

Experience – Five years of progressively responsible supervisory and administrative law enforcement experience, three years at the command level. Current or prior California law enforcement experience is highly desirable.

License/Certification – Requires active California POST certification or for out-of-state candidates, the ability to re-instate within a reasonable time. Possession of a POST Management Certificate (or equivalent if out-of-state candidate) is required. Graduation from the FBI National Academy, POST Command College, or comparable executive training is highly desirable.

POST Background Required – The selected candidate will also be required to successfully pass a qualifying medical, psychological, and extensive background screening procedure consistent with California POST regulations.

THE COMPENSATION

The salary for the Police Chief position is \$128,000 to \$155,000 annually depending upon experience and qualifications. The benefits include the following:

Retirement – For CalPERS Classic Safety Members, the City participates in the 3% @ 50 retirement plan, employees contribute 13.874% of their salary towards this plan. CalPERS New Members, as defined by PEPPRA, participate in the 2.7% @ 55 plan and

contribute 50% of the normal costs of this plan. The City does not participate in Social Security.

Medical, Dental and Vision Insurance – The City offers CalPERS health plans. Dental and vision plans are also available. The City currently pays \$754 for employee + 1, and \$1184 for employee + 2 per month under a cafeteria plan.

Life Insurance – The City provides a \$50,000 policy + \$1,500 for each dependent.

Deferred Compensation Plan – The City may make a contribution to a 457 Deferred Compensation Account of up to a certain percentage of Police Chief's regular salary.

Long-term Disability Insurance – The City provides coverage for the employee.

Vacation – Negotiable, up to Seventeen (17) days each year to start.

Administrative

Leave – Ten (10) days per year.

Sick Leave – Twelve (12) days per year, with unlimited accrual.

Holidays – Twelve (12) days per year, plus 3 personal holidays.

Flexible Benefit Plan – Tax deferred employee contributions that can be applied to specified expenses (for example: child care, dependent orthodontic work, and medical expenses).

Employee Assistance Program – Includes personal/family counseling, legal and financial advice.

The new Police Chief will be collaborative, innovative, imaginative, and capable of solving complex issues while foreseeing and avoiding oncoming problems.

TO APPLY

If you are interested in this outstanding opportunity, please visit our website at www.bobmurrayassoc.com to apply online.

**Filing Deadline:
September 12, 2016**

Resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews with Bob Murray and Associates. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held with the City of Capitola. Candidates will be advised of the status of the recruitment following selection of the Police Chief.

If you have any questions, please do not hesitate to call Mr. Joel Bryden at:
(916) 784-9080

Tentative Selection Process

8-5-16	Position open for application
9-12-16	Final Filing Date
10-11-16	Oral Board Interview
	Start date to follow within 30-45 days

