

Novato Police Department

is recruiting for a



POLICE CAPTAIN



WHERE EVERYONE IS A LEADER

At the Novato Police Department, we are proud of our organization and the service that we provide to the community. We have a legacy of true community-oriented policing and we strive for excellence. The City of Novato is the second largest city in Marin County and is located approximately thirty (30) miles north of San Francisco and Oakland/East Bay. Novato is a beautiful suburban community with a population of 55,000, boasting excellent schools, abundant open space, expansive recreational opportunities and a small town feel. We are seeking a Police Captain who is a seasoned police professional who can help lead the organization and is interested in career advancement opportunities. If you have a wide range of proven police management experience, a commitment to active community partnerships, an aptitude for technology and an allegiance to provide excellent police services promptly, professionally and with a passion, then please join us!

THE POSITION

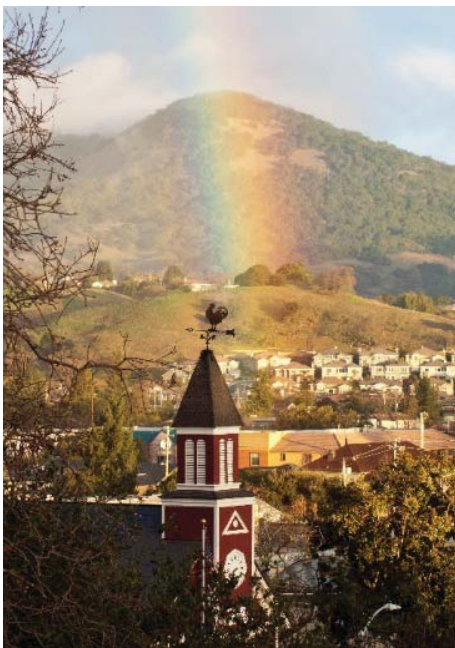
Novato Police Department (NPD) is seeking a Police Captain to deliver leadership and seasoned experience to the department and community in addition to serving as one of the two second-in-command under the direction of the Police Chief. The future Police Captain will serve as key division manager and bring a broad balance of policing experience plus strong analytical and administrative skills. The ideal manager will be superior communicative leaders who inspiring confidence and engendering trust. This is a “can do” culture, so we are seeking those with a positive outlook towards problem resolution, and achievement of goals. In Novato’s fast-paced work environment, the final candidates must have a high energy level, enjoy juggling a multitude of priorities, while retaining personal balance.



At NPD, we serve our community of 55,000 residents, along with our visitors and guests, by providing professional and proactive street patrol, investigative services, traffic enforcement, narcotics enforcement, a 911 dispatch center, and emergency services and preparedness. As a full service agency, NPD is divided into the Operations Division and the Administrative Services Division each led by a Police Captain. There are currently 81.5 staff in the department including 60 sworn personnel, and a robust volunteer program. Our annual operating budget is \$13.5 million. The Operations Division is responsible for Patrol, Investigations and Traffic. The Administrative Services Division is responsible for Records and Communications, Personnel and Training, Evidence and Emergency Services. In 2016, our full service Dispatch/Records Center answered over 93,000 911, emergency and business calls. Some of the specialty units within the Operations Division are Crisis Response Unit (Special Response Team and Crisis Negotiation Team), bicycle patrol, off-road motorcycle patrol, etc. We also invest in our three police canines, which are trained in handler protection and narcotics detection. Our successful Novato Response Team (2 Officers, 1 Sergeant and a Management Analyst) is actively improving safety through concentrated focus on crime prevention, intervention and suppression with a focus on gang intervention, graffiti, and other broader community wide issues. NPD has received national recognition for our Traffic Safety Programs with a 2nd place finish in the National Law Enforcement Challenge and a 1st place win and overall Commissioner’s Award from the California Law Enforcement Challenge.

NPD has invested in technology to leverage and improve the effectiveness of our operations and staff including a new Watchguard in-car video system, new Viewu body cameras, and automatic license plate reader technology. Recently, the patrol fleet received all new Patrol PC mobile data computers to replace its aging in-vehicle hardware and software.

THE COMMUNITY



One of the Bay Area’s premier communities, Novato is located in Marin County 30 miles north of San Francisco. The second largest city in the County, Novato has a current population of 55,000 and covers 28 square miles. The community fosters a small town atmosphere due to its low population density, high amount of open space and parks, and engaged community members. Novato residents enjoy a thriving and family-oriented community with abundant educational, recreational, retail, and business opportunities. The residents are actively involved in important local decisions about quality of life issues and the future direction of their city. The City Council encourages a high level of interaction between its citizenry and city government so that important issues are vigorously debated and discussed.

NPD by the Numbers

Current staff: 81.50

Sworn Personnel: 60

Annual Operating Budget: \$13.5M

2016 call volume: 93,000



IDEAL CANDIDATE PROFILE

Proven Police Leadership Experience

- ✓ Experienced and proven leader with a thorough understanding of modern police leadership.
- ✓ Diverse experience in all facets of police work – including patrol, investigations and special assignments.
- ✓ Demonstrated success in personnel administration, budget management, grants, and public speaking.
- ✓ Ability to identify key issues in complex situations, evaluate options and initiate strategies for resolution.

Commitment to Community

- ✓ True and seasoned commitment to community policing including interest-based problem solving and community partnerships.
- ✓ Sincere desire to actively participate in Novato groups and non-profits to build relationships and represent NPD.
- ✓ An ability to work closely with City staff from all departments on collaborative problem solving.
- ✓ Current best practices in prevention programs and strategies.
- ✓ An understanding of and a sensitivity to the importance of diversity in the community and the department.

Leadership in Staff Development, Accountability, and Teamwork

- ✓ Commitment to staff development and communication, including an active coaching and mentoring.
- ✓ Fervent internal drive for excellence, continuous improvement and accountability in self and staff.
- ✓ Demonstrated strong command presence with the ability to think strategically, take initiative, and be articulate about actions.

Aptitude and Appetite for Technology

- ✓ Aptitude and appetite for utilizing and leveraging technology to enhance customer service and improve operations.
- ✓ Experience with researching and implementing industry best practices and demonstrated experience in deploying technology to leverage the talents of staff.

Effective Communicator Building Relationships and Trust

- ✓ Track record of public service and commitment to honesty and integrity.
- ✓ High ethical standards and proven courageous decision making.
- ✓ Experienced in gaining credibility quickly within the organization and community through mutual respect, effective communication and listening skills.
- ✓ A high degree of personal poise and presence is essential, plus an ability to advocate and be persuasive.
- ✓ A strong focus on public engagement utilizing a variety of platforms.

NOVATO POLICE DEPARTMENT
CORE VALUES:

- FAIRNESS
-
- INNOVATION
-
- INTEGRITY
-
- PERFORMANCE
-
- RESPONSIBILITY
-
- TEAMWORK
-
- TRUST

MISSION STATEMENT

TO PROVIDE A SAFE AND SECURE ENVIRONMENT THROUGH PROFESSIONAL AND PROACTIVE LAW ENFORCEMENT IN PARTNERSHIP WITH THE COMMUNITY.

THE ORGANIZATION

The City of Novato was incorporated on January 20, 1960 as a general law City with a Council/Manager form of government, made up of five members, elected at-large, serving four-year terms. The Mayor is selected for a one-year term from among the members of the City Council and the Council appoints the City Manager and City Attorney.

The City delivers administrative, police, community development, parks, recreation and community services and public works services through our current 203 full-time employees in six departments. Fire protection and paramedic services are provided by the Novato Fire Protection District. Other services, such as water distribution and waste management, are provided by special districts.

For the fiscal year 2016-2017, the City’s proposed General Fund budget is approximately \$36 million. Like many public agencies, the City has felt the impacts of the recent economic recession.

The organization is led by a creative and forward-thinking Executive Management Team comprised of experienced public service professionals, some having several years with the organization and others who are relatively new to Novato. At the helm is City Manager Regan Candelario, who joined Novato in 2016.

The City’s organizational culture is friendly, service-oriented, fast-paced, and eager for new technology.

SELECTION PROCESS

All complete applications will be reviewed and those candidates who possess the most relevant qualifications for the position will be invited to continue in the selection process. The selection process will be robust and multi-faceted. Candidates can expect multiple oral board interviews, written and presentation assessments, and potentially other components to ensure that we gain a full appreciation of each candidate's capabilities and talents.

The City's offer will be based on the depth and breadth of the candidate's experience, technical knowledge and skills, ability to collaborate, communicate effectively, problem-solve, anticipate and take initiative. Final candidates also may be asked to provide samples of various work products.

APPLICATION AND RECRUITMENT SCHEDULE

To apply online for this position, please create an account at GovernmentJobs.com (registration is free). If you have already created your GovernmentJobs.com personal account, please login and continue with the online application process.

Deadline to apply is Monday, February 27, 2017 @ 5:00pm

1st round interviews will occur on March 6, 2017

2nd round interviews will occur on March 16, 2017

All candidates are asked to hold these dates. The City will be moving this recruitment forward aggressively and candidates will need to actively communicate with the City recruiter regarding dates and requests for information.



TOTAL COMPENSATION PACKAGE

Monthly Salary Range

\$10,084 to \$13,769

Proposed salary may include longevity

incentives – see Salary Schedule online

2.5% COLA 7/1/17

3.0% COLA 7/1/18

Educational Incentives

AA/AS: 4%

BA/BS: 5%

MA/MS: 6%

OR

Intermediate POST: 3%

Advanced POST: 4%

Retirement Programs

CalPERS Classic 3% @ 55

CalPERS New 2.7% @ 57

Deferred Compensation Program

City does not contribute to Social Security

Leaves

Vacation - Initial: 80 Hours/year;

Maximum: 176 Hours/year

Administrative Leave - 120 Hours/year

Sick Leave - 96 hours/year

Holidays – 120 hours of Holiday-in-Lieu pay each December

Work Schedule

4/10 Schedule

Medical Benefits

Cafeteria Contribution of \$1,775/month for full family

Choice of eight HMO & PPO options through CalPERS; \$250 monthly stipend added to your income if you are covered by partner's medical policy.

Post-Retirement Medical Benefit Contribution of \$150/month.

Dental Benefits

Six Dental PPO & HMO options with employee-only premiums beginning at \$27.05/month

Life Insurance

A \$5,000.00 life insurance policy is mandated & employee-paid

Disability

Long-term disability is available through PORAC & employee-paid

Other Benefits

\$800 initial uniform allowance

Bilingual pay 3%

Flexible Spending Account (Optional)

Computer Purchase Loan

Employee Assistance Program

MINIMUM QUALIFICATIONS

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, criminal justice, police science, or a related field is required. A Master's degree in one of the mentioned fields is highly desirable.

Experience:

Eight years of increasingly responsible law enforcement experience that included two years of management experience equivalent to the rank of Lieutenant at the City of Novato.

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license.

CITY OF NOVATO - HUMAN RESOURCES

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