



CITY OF
HUNTINGTON BEACH
POLICE ADMINISTRATIVE
DIVISION SERVICES MANAGER

INVITES YOUR
INTEREST IN THE
POSITION OF

Police Administrative
Division Services
Manager



**FILING DEADLINE:
JUNE 15, 2016**

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POLICE ADMINISTRATIVE DIVISION SERVICES MANAGER

THE COMMUNITY

The City of Huntington Beach is located on the shore of the Pacific Ocean in northwestern Orange County, 40 miles south of Los Angeles and 90 miles north of San Diego. As the fourth largest city in Orange County, with a population near 200,000 residents, Huntington Beach is known as “Surf City” USA due to its abundance of beaches, sunny, warm Mediterranean climate and casual lifestyle. Huntington Beach covers 28 square miles of land, 26 square miles of water, and is the 24th largest city in California. With 8.5 miles of uninterrupted beach along the Pacific Ocean, the City also plays host to an annual visitor population of over 1.1 million people, especially during the summer, special events and weekends.

The crown jewel of the recreational system is the nearly 10 miles of spacious sandy beach. Huntington Beach has one of the largest pleasure piers in the world and has the longest concrete pier in the State. The City’s park system includes 58 public parks (with a dog park), riding stables and the largest city-owned and operated regional park in Orange County – Huntington Central Park. Also within the City’s boundaries are five recreation centers (including a senior center), three miles of equestrian trails, two golf courses, 72 tennis courts, a marina and a protected wildlife preserve. Running parallel to Pacific Coast Highway and just steps from the ocean is an eight-mile strand perfect for biking, inline skating, jogging or a leisurely stroll.

The City is centrally located to all major attractions in Orange County including the Disney Resorts, the Orange County Performing Arts Center and Repertory Theater, and the Long Beach Aquarium of the Pacific. The City is home to the International Surfing Museum, the Surfing Walk of Fame, Bolsa Chica Ecological Reserve, Huntington Harbour and the Huntington Beach Art Center. Huntington Beach draws some of the largest crowds in the world to such professional sporting events as the U.S. Open of Surfing, Van’s World Championship of Skateboarding and AVP Pro Beach Volleyball.

There are 35 elementary schools, five public high schools and one community college (Golden West College) located within Huntington Beach. The City has a world-class library located within the 365-acre Central Park as well as four additional branch libraries. In addition, Orange Coast College; the University of California, Irvine; and California State Universities at Long Beach and Fullerton are located in close proximity.

There are over 117,000 households within a five-mile radius of the Huntington Beach Civic Center. The average family household income is \$122,851, ranking one of the highest in the nation based on the top 100 largest cities in the country.

THE CITY GOVERNMENT

Founded in the late 1880s, Huntington Beach was incorporated as a Charter City in 1909. Huntington Beach has a City Council/ City Manager form of government. The City Council has seven members who are elected at large, on a non-partisan basis, to four-year overlapping terms. City Council members are limited to two consecutive 4-year terms. There are three elected department heads - the City Attorney, City Clerk and City Treasurer. The position of Mayor is filled on a rotating basis.

The City of Huntington Beach is organized into 13 major departments including Police, Fire, City Manager, Community Development, Library Services, City Treasurer, City Clerk, City Attorney, Public Works, Finance, Community Services, Human Resources and Information Services.

The City has approximately 1,600 full and part-time employees and a total budget of approximately \$345 Million.



POLICE ADMINISTRATIVE DIVISION SERVICES MANAGER

THE DEPARTMENT

The Huntington Beach Police Department is comprised of three operational divisions: Uniform, Investigation and Administrative Operations. The Department is responsible for responding to and investigating all aspects of criminal activity occurring within the City of Huntington Beach. The Department responds to residential, commercial, industrial and recreational locations in order to document and stop criminal activity. These public safety efforts are performed through community education and aggressive enforcement of all applicable laws. The Huntington Beach Police Department performs initial and follow-up investigation on suspected crimes and conducts forensic examinations of many types of evidence. The Department also monitors and facilitates orderly traffic control of both pedestrian and vehicular traffic within the City. The Department operating budget is approximately \$70 Million dollars and the Department is allocated approximately 364 FTE.



THE POSITION and THE IDEAL CANDIDATE

The Police Administrative Division Services Manager is a newly created classification within the Huntington Beach Police Department. Working under the administrative leadership of the Police Chief, this position directs divisional operations and performs broad administrative command duties and responsibilities, including, but not limited to, managing assigned operations, directing administrative division functions, ensuring program and department regulatory compliance, sound administration of fiscal services operations, directing the department's information systems and technology infrastructure, effective staff supervision, oversight of select emergency operations, and staff training and development.

The Ideal Candidate for this position is an experienced and effective leader, one who is familiar with the full complement of police administrative operations and has strong command presence. The best candidate brings creativity and innovative solutions to the police administrative services operation being ever mindful of staffing and fiscal constraints. An effective communicator, the candidate of choice is a collaborator, bringing a variety of stakeholders together to formulate feasible and sustainable solutions that can be implemented in the best interests of the short and long term goals and objectives of the department.



POLICE ADMINISTRATIVE DIVISION SERVICES
MANAGER

COMPENSATION AND THE SELECTION PROCESS

ABILITIES AND KNOWLEDGE

The selected candidate should have the ability to:

- Assist in the development and implementation of long and short range operational plans and oversee the preparation of complex administrative reports and presentations;
- Oversee Information Services and Technology for Police Department operations
- Ensure data related to Police administrative operations is accurate, timely and meaningful;
- Manage complex Police Department programs and projects involving cross-functional teams requiring coordination and collaboration with internal and external stakeholders;
- Grasp and communicate "big-picture" concepts while retaining focus on critical Police administrative division program and project details;
- Introduce innovative and sound strategies related to Police administrative operations and organizational change;
- Understand and effectively execute organizational and management practices as applied to evaluation of Police administrative services programs, policies and functional needs;
- Be an effective leader, including mentoring and coaching of assigned staff;
- Effectively manage the police department budget and recommend prudent fiscal practices;
- Communicate effectively through verbal presentations, written reports and discussions with staff and outside organizations, including, boards, commissions, council and other government agencies.

COMPENSATION

The annual salary for this position is within an established range of **\$119,163 - \$ 147,638** and will be dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided which include:

Retirement

Classic Members: California PERS: 2.5% at 55 Miscellaneous benefit formula. Employees contribute 8% of the employee share.

New Members: California PERS: 2% at 62 Miscellaneous benefit formula. Employees contribute 6.25% of the employee share.

The City does not pay into Social Security, however all employees pay 1.45% towards Medicare.

Insurance: Medical, dental, vision, life and disability insurance plans provided by the City. Employees contribute a portion towards health insurance. IRS Section 125 medical and dependent care reimbursement plan (FSA) are available.

Leave: General leave—176 hours per year for the first five years of service—in lieu of sick/vacation leave; 60 hours of administrative leave per calendar year. Ten (10) paid holidays, annually.

Auto Allowance: \$450 per month.

Deferred Compensation Plans: ICMA and Nationwide 457 plans are available.

THE SELECTION PROCESS

Interested candidates should apply online at:
www.governmentjobs.com.

Filing deadline is **06/15/16**

All candidates will be evaluated and only those qualified applicants determined to be most qualified will move forward in the selection process. The Police Chief will make the final selection.

A thorough investigation of professional and personal history and background will be performed prior to appointment. This review includes, but is not limited to; work, education, military, internal/external investigations, criminal, civil, and financial information. Prior to appointment, selected candidate must successfully complete a required comprehensive medical evaluation, which may include drug screening.

If you have any questions, please direct them to: **Patricia Albers, Senior Personnel Analyst, City of Huntington Beach.**

E-mail: palbers@surfcity-hb.org or 714.536.5498

