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years

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EXECUTIVE SEARCH

Police Support Services Commander

CITY OF PIEDMONT, CALIFORNIA

THE COMMUNITY

The City of Piedmont is a primarily residential 1.7 square mile Charter City. Residents are civic minded, and embrace traditions, while also looking for new opportunities to innovate and grow together as a community. With approximately 11,000 residents, the City is located in the beautiful Oakland Hills, overlooking the San Francisco Bay. Aptly named “Piedmont,” or “foot of the mountain,” its most distinct features are gardens, bridges, parks, and schools that create a special sense of place. In 1907, residents voted to incorporate it as the City of Piedmont, and in 1923 the City became a Charter City.

Today, ambitious efforts are underway to usher in Piedmont’s vision for the future. Accessible and participatory government are centerpieces to the City’s approach. Work is currently underway for a comprehensive plan to support housing, community development, and major infrastructure projects. Practicing good governance, advancing Piedmont’s quality of life, becoming a more diverse, inclusive, welcoming community and addressing the regional housing crisis are priorities.

Extraordinary and generous residents are the heart of Piedmont. Residents partner with the City team to deliver community events throughout the year. The 4th of July Parade and Harvest Festival are cherished long-standing traditions,



alongside new celebrations that look to intentionally expand the City’s reach in different ways. In recent years, 50 volunteers came together to envision and plan the City’s newest cultural celebration. “FoodFest” has attracted more than 1,500 attendees and interest from all over the East Bay. This kind of community spirit infuses enthusiasm for all aspects of civic life in Piedmont.

THE ORGANIZATION

Piedmont is a full-service Charter City operating under a City Council/Administrator form of government. Five Council members are elected at-large on a nonpartisan basis to staggered, four-year terms. Elections are held concurrent with the stateside general election in November of even-numbered years. Following each election, the City Council elects a mayor and vice-mayor from among its members. Under the City Charter, a Council member may be elected for no more than two consecutive four-year terms. The City of Piedmont is served by a variety of skilled volunteer commissions and committees appointed by the City Council. These include

the Civil Service, Park, Planning, and Recreation Commissions; the Police and Fire Pension Board, and the Budget Advisory and Financial Planning, City-School Liaison, and Public Safety Committees.

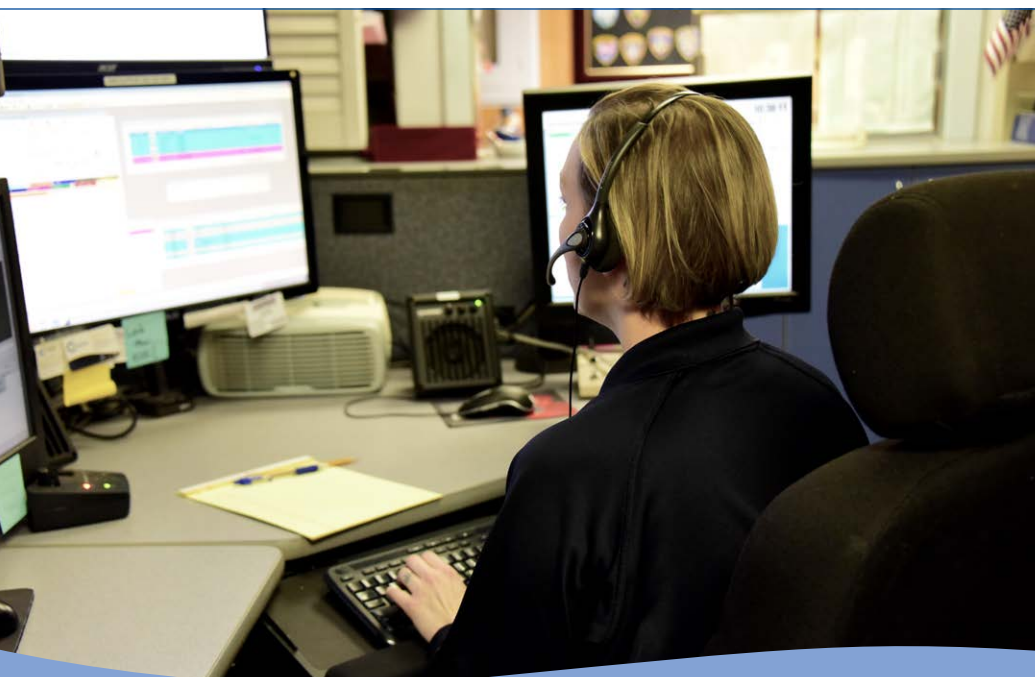
All department heads are appointed by the City Council upon recommendation of the City Administrator. Department Heads are directed by and serve at the pleasure of the City Administrator. The City employs 99 full-time employees and has a total operating budget of \$36.7 million. Piedmont relies primarily on property tax revenue and is fiscally sound. The City values fiscal responsibility, budgets conservatively and staffs accordingly. The City targets a General Fund Reserve of 18% of operating expenditures. Piedmont has an outstanding team of public servants that pride themselves on delivering quality and customer-focused services to the community. The City’s skilled and professional leadership team enjoys a collegial and supportive culture.

THE DEPARTMENT

MISSION STATEMENT: *The Piedmont Police Department is dedicated to providing quality service in an honest, ethical and impartial manner. We strive to reduce crime and improve public safety by engaging with our community and utilizing innovative technology.*

The Piedmont Police Department is a full-service law enforcement agency composed of 20 sworn peace officers, 13 professional civilian staff, and three reserve officers. The Department is led by the Police Chief who is supported by a Police Captain and a Support Services Commander. The 2023-24 adopted operations budget is \$8.2 million, primarily allocated for salaries and benefits.

The Department is comprised of dedicated professionals committed to providing the highest quality of public service. The Department is proud of its strong community partnerships and combines those relationships with the strengths of technology, the highest



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possible professional standards, and commitment to staff development to meet the community's current and future policing needs.

The core services provided by the Department are response to emergency and non-emergency calls for service; proactive identification of criminal activity, traffic safety, investigation of crime and prosecution



of criminals, 9-1-1 call taking and emergency dispatch services, training of personnel, crime prevention and community outreach, code enforcement, maintenance of records, property and evidence control, and animal services. The Department also offers a Police Explorer Program for young adults between the ages of 14-21 years.

THE POSITION

The City of Piedmont is seeking an experienced public safety professional to oversee the daily operations of the support functions of the Department. Those functions include Records, Communications, and Property and Evidence. The Police Support Services Commander also works with the City's Communications Program Manager on social media posts and information. The Support Services Commander is a non-sworn management position.

The Commander acts as the Department's Public Safety Answering Point (PSAP) Manager, Agency Terminal Coordinator, and Custodian

of Records. The position oversees the Department's information technology resources and functions to include: the purchase and implementation of new computer hardware and software, the management of all computer systems (CAD, RMS, etc.), Body Worn Camera program, and a total of 11 employees. The Commander is a vital member of the Department's Executive Team and reports directly to the Police Chief.

Click here for full position description: <https://bit.ly/3UVgbQy>

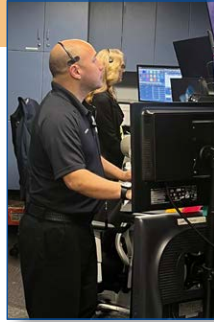
THE IDEAL CANDIDATE

The ideal candidate must have a track record as a strong relationship builder, be open to learning new things, be a self starter, inspirational, willing to engage others in decision making, and skilled at time management and prioritization. The successful candidate must be open and sensitive to the individual needs of employees and regularly communicate with them. Working well with other City Departments is central for the City to advance its overall goals and objectives.

The ideal candidate must be willing to learn the culture of the Department and the City, serve as a good listener, a trust builder, have patience, and be adept at change management. The Commander must have the skill set and willingness to be a mentor and coach to new employees and those who are in the earlier stages of their professional development.

The ideal candidate must have an extensive background in police records management, have a proven track record with diverse, specialized and complex work involving significant accountability and decision-making responsibility. A strong background in project management is essential. Strong working knowledge of the police

Communications function is highly valued, including acting as the PSAP Manager and Agency Terminal Coordinator. The ideal candidate should have experience in the management of evidence, Computer Aided Dispatch, Records Management Systems, and other law enforcement technology, including body worn cameras, automated license plate readers, and public safety camera systems.



EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Experience: Three (3) years of increasingly responsible management and/or administrative experience in public safety dispatching, records management, and/or property room management which must have included at least two (2) years of supervisory experience.

Training: Graduation from high school and an Associate's *degree with major course work in business administration, public administration, criminal justice, or a field related to the work is required (bachelor's degree is preferred.)

*In lieu of a degree, equivalent experience will be considered on a year for year basis, in addition to the required experience.

LICENSE OR CERTIFICATE

Possession of a valid P.O.S.T. Civilian Supervisor certificate desired.

Possession of a valid C.L.E.T.S. Operator certificate desired.

THE COMPENSATION

The annual salary range for this opportunity is from \$152,460 to \$185,328 and appointment will be made depending on the qualifications and experience of the selected candidate. The City also offers an attractive benefits package including:

CalPERS retirement plan for Classic members is 2% @ 60 with employee paying a contribution of 7%. PEPPRA employees have a plan of 2% @ 62 with employee paying 7.87% of the retirement contribution. Benefits are based on the highest three years of compensation. The City also participates in Social Security.

MEDICAL PLANS: Medical, with a generous amount paid by the City. In lieu of medical coverage, the employee may elect to receive \$500 in cash.

DENTAL/VISION: Delta Dental Premier, with orthodontia @\$5,000 lifetime maximum, premium paid in full by the City. Vision, with the ability for a yearly exam, premium paid in full by the City.

LIFE INSURANCE: City paid life insurance of two times annual salary, and long-term disability @ 60%, premium paid in full by City.

MEDICARE: Employee contributes 1.45%, with employer match.

EMPLOYEE ASSISTANCE PROGRAM: Up to ten counseling visits, per person, per issue, per year.



SEARCH SCHEDULE

Filing Deadline	June 24, 2024
Preliminary Interviews with Recruiter	June 25- July 5, 2024
Recommendation of Candidates	Week of July 8, 2024
Panel Interviews	July 24, 2024
Finalist(s) Interviews with Police Chief	July 25, 2024

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

FLEXIBLE SPENDING PLAN: Dependent care and health care reimbursement plan available.

457 DEFERRED COMPENSATION: Pre-tax and after tax (Roth) available on a voluntary basis.

HOLIDAYS: 13 paid days per calendar year.

VACATION LEAVE: Accrue 11 days a year to start, *Note* City Administrator may credit additional time for relevant service with a prior employer, up to a maximum of five years, a result of 15 vacation days per year.

SICK LEAVE: 10-hour accrual per month

PERSONAL LEAVE: In lieu of overtime, eight days of paid leave each year.

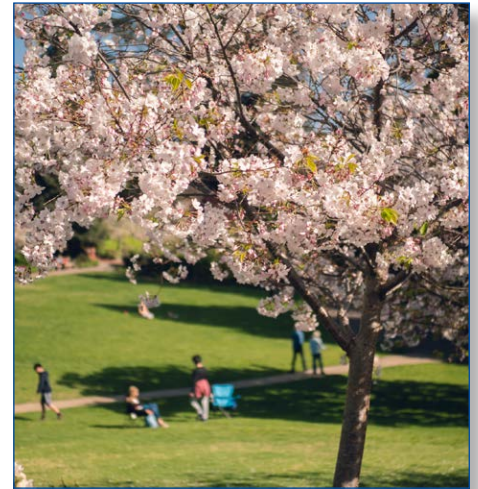
PROFESSIONAL DEVELOPMENT REIMBURSEMENT: up to \$2,000 per fiscal year.

AUTO ALLOWANCE: \$250 per month.

UNIFORM ALLOWANCE: \$125 per month.

FLEXIBLE WORK: 4/10 and 9/80 alternate work schedules offered.

ADDITIONAL BENEFITS: Children of full-time City employees are eligible to attend school in the Piedmont Unified School District. Employees' children are eligible to attend the Piedmont Recreation Department (PRD) Preschool Program, Schoolmates Programs and PRD Summer Camps at no charge. Eligibility to attend these programs are based upon availability.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

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www.peckhamandmckenney.com

Please do not hesitate to contact Diana Bishop at 408-800-7653 for questions regarding this position or the recruitment process.

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