

# THE CITY OF CLAYTON



Invites your interest for the position of  
**Chief of Police**

City of Clayton - Reina Schwartz, City Manager



## The Ideal Candidate

The ideal candidate will be an inspiring and team-oriented leader with an incredible work ethic known for adhering to high standards and service excellence. She/he will be an innovative and resourceful manager who displays a relentless commitment to professionalism. Extensive community engagement experience and a sophisticated understanding of contemporary policing practices will be expected.

The City desires a law enforcement professional and leader who has a proven track record of working with diverse groups and individuals to build and maintain relationships resulting in constructive compromise and resolution. A willingness to explore, innovate and create solutions is encouraged.

The ideal candidate will be an experienced law enforcement professional who is service-minded and possesses the highest levels of integrity.

The candidate will also be an effective mentor and innovative leader that models and promotes high expectations and asserts a positive presence.

The ideal candidate will have excellent communication and interpersonal skills with a sincere commitment to maintaining productive relationships throughout the Department, City and Community. This individual must be flexible and adept at balancing many competing priorities and demands.

## Chief of Police —Position Defined

To plan, direct, and manage the operations of the Police Department, including non-delegated tasks as assigned by the City Manager; to provide leadership and guidance to personnel according to the Department's mission, vision, values, policies and procedures.

The next Chief will be a collaborative servant leader of impeccable character. He or she will recognize that Clayton is a service oriented community that values public safety delivery and is committed to ensuring that the City remains as one of California's safest. The most successful candidate will be: transparent, visible, personable, and driven to bring the police and the community closer together. The Chief will recognize today's complexities of race, equality, and inclusion in local and national policing and will welcome constructive dialogue to address critical issues. The ideal candidate will exhibit mindfulness and cultural competence, and understand the nuances of competing social and cultural perspectives.

## Essential Job Functions

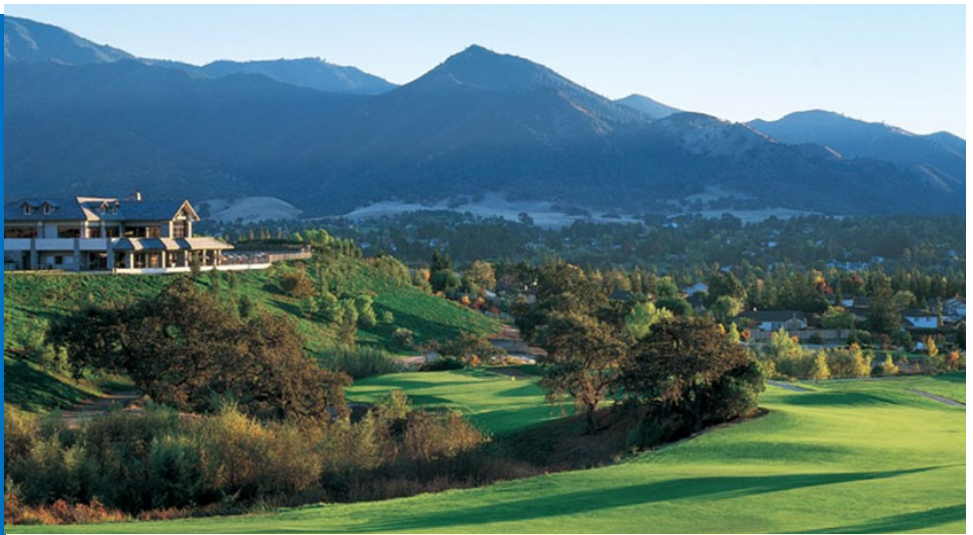
- Assumes management responsibility for all services and activities within the Police Department.
- May oversee special projects, administration, or other assigned areas.
- Oversees assigned functional areas including patrol, investigations, administration, support services, special operations and volunteer services.
- Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Monitors and evaluates the efficiency and effectiveness of service delivery methods, and procedures; recommends appropriate service and staffing levels.
- Plans, directs, coordinates, and reviews the work plans for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods, and procedures of assigned staff to ensure compliance with applicable Department policies, federal, state, and local laws, codes and regulations.
- Ensures safe work practices, quality, and accuracy, meets with staff to identify and resolve problems.

# The Police Department

The Clayton Police Department is a full-service law enforcement agency with an authorized strength of 13 employees. 11 full-time sworn members (includes the Chief, 3 Sergeants, and 7 Police Officers), and 2 civilians who provide administrative support.

The Department is a generalist law enforcement agency with duties that include all aspects of police work. Sworn positions currently work on a modified 3/12 plan and may be assigned to collateral specialized assignments, such as school liaison, field training officer, and detective.

The Department's employees take pride in their jobs and the community they serve, and strive to perform their duties in a professional, sensitive, friendly, and positive manner. Officers practice a pro-active community - policing philosophy.



## About Clayton

The City of Clayton is an upscale residential community nestled at the northern foot of Mt. Diablo in Contra Costa County. The city shares a common border with Concord to the west. On the remaining perimeter, Clayton is surrounded by rolling hills, open space and two parks that are managed by the East Bay Regional Park and the State Mt. Diablo Park systems. The City of Clayton Police Department has an FY 2022/23 operating budget of \$2.74 million.

## The Community

Surrounded by the picturesque backdrop of Mt. Diablo, the City is one of the most scenic places to work in Northern California. The City of Clayton is just 35 miles east of San Francisco and only 45 miles from California's famous wine country. Clayton is a town with a rich and eclectic cultural history and a lively and engaged citizenry. Clayton is primarily a suburban community with distinctive residential neighborhoods representing the many eras of the town's history.

Clayton was incorporated in 1964 as a General Law City. The City's population is approximately 12,000 residents who live in a 3.8 square mile area. Education and income levels are high with around 57% of the population having a Bachelor's degree or higher. The median resident age is 43 years; median household income is approximately \$154,000 and the median home price is over \$1.3 million.

The City's full-time staff provide a full range of municipal services to residents and businesses in accordance with the Clayton General Plan and City Council policy and direction. City staff are committed to delivering those services in an efficient, effective and courteous manner with a high standard of operational excellence. The Clayton branch of the Contra Costa County Library system is located in Clayton.

## About The Position—Chief of Police

The Chief of Police is appointed by and reports directly to the City Manager. She/he will be part of the City Management Team that works collaboratively to provide exceptional services to the community and achieve the priority projects set out by the City Manager and City Council. The Chief of Police manages and directs the 13-member Police Department which is involved with all aspects of law enforcement. Constructive and collaborative relationships are essential for working with colleagues, neighboring law enforcement agencies, local school districts and community groups. This position provides the opportunity to lead and develop a team of hard-working, dedicated and talented law enforcement professionals who are committed to public service and safety.



## Salary and Benefits:

**The annual salary range for this position is \$127,392—\$154,848**

***The City offers an excellent benefits package that includes:***

- **Holidays**—The City observes 11 paid holidays plus 3 personal (floating) holidays.
- **Management Leave**—Up to 120 paid hours granted each fiscal year by the City Manager.
- **Vacation accrual** ranges from 2 to 5 weeks annually based on longevity and increasing years of service.
- ◆ **Health Insurance**—"Cafeteria Plan" with monthly monetary contributions paid by the City according to the Miscellaneous Employees Terms and Conditions.
- ◆ **Dental Insurance**—Available through Delta Dental.
- ◆ **Retirement**—The City's retirement system is CalPERS with no Social Security participation. The City has Tier II and PEPRA Plans available dependent on member status in CalPERS.
- **Vehicle Allowance**—This management position has a vehicle allowance of \$400.00 per month.
- **Uniform Allowance**—This position has a uniform allowance of \$1,200 per year, paid in two installments.
- ◆ **Deferred Compensation**—The City offers deferred compensation plans, with voluntary employee contributions only.

## Minimum Qualifications:

- ◆ A Bachelor's degree, or an equivalent combination of education and experience that provide the knowledge, skillset, and abilities to perform the complex duties of the position. A Master's degree is highly desirable.
- ◆ Minimum of seven (7) years of progressively responsible law enforcement experience in all major phases of municipal police work; with at least three (3) years as a Police Lieutenant/Commander or above.
- ◆ Possession of, or ability to obtain, a valid Class C—California Driver's License.
- ◆ Possession of a Supervisory Certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- ◆ A management certificate, executive certificate or equivalent, is highly desirable in addition to completion of the P.O.S.T. Command College, FBI National Academy, and/or Senior Management Institute for Police (SMIP Coursework).



## Application Instructions:

1. To be considered for this exceptional opportunity, please visit- [www.claytonca.gov](http://www.claytonca.gov) for an application.

2. Submit application materials to:

City of Clayton—Attention Human Resources

6000 Heritage Trail, Clayton, CA 94517

Or E-Mail to: [JanetC@claytonca.gov](mailto:JanetC@claytonca.gov)

### **FILING DEADLINE:**

**5:00 p.m. - July 28, 2022**

Those candidates selected to participate in the interview process may be asked to complete a supplemental questionnaire.

Candidate screening will be ongoing as applications are received. Qualified candidates may be invited to a preliminary interview. Selected finalists will be invited to an interview/assessment center process the week of September 5, 2022.

**For confidential inquiries, please contact:**

***Joseph Kreins, Interim Chief of Police***

***[joseph.kreins@claytonpd.com](mailto:joseph.kreins@claytonpd.com)—707-333-6858***

***The City of Clayton is an Equal Opportunity Employer.***