

CALIFORNIA STATE ASSEMBLY JOB LISTINGS

Office: Assembly Sergeant-at-Arms **Classification:** Chief Sergeant-at-Arms

Posted: August 6, 2019

Final Filing: September 5, 2019 **Hours:** Full-time (35 hours/week)

Salary Range: \$103,908 - \$176,300/year

Position Location: Sacramento

Description: The California State Assembly seeks a dynamic leader, confident in their ability to work collaboratively, provide the highest level of service, and inspire staff to serve as the next Chief Sergeant-at-Arms. This position demands a law enforcement professional energized by hard-work and motivated by the complex and interesting challenges encountered in protecting California's Assemblymembers, staff and the public they serve at the State Capitol and statewide district offices.

The ideal candidate must possess the ability to motivate and lead a diverse staff in providing the highest level of safety, service and security in a fast-paced environment. The Chief will bring strong leadership to effectively guide and mentor a skilled and highly competent group of employees in ways to best meet the needs of the Members, while providing for their utmost safety. The ideal candidate will be proactive in developing collaborative partnerships with the department's numerous stakeholders to identify solutions to provide for the safety of the Members, staff and Capitol visitors.

Essential Duties:

 Assume full management responsibility for all Assembly Sergeant-at-Arms Department services and activities; manage the development

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- and implementation of the departmental goals, objectives and administer policies and procedures.
- Establish appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- Assess and monitor work load, administrative and support systems and internal reporting relationships; identify and implement changes if appropriate.
- Plan, direct and coordinate the department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.
- Work with Assembly Rules Committee to select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Advise on the acquisition and maintenance of the department equipment and vehicles; maintain safety standards for personnel and equipment.
- Provide staff assistance to the Speaker and Assemblymembers, prepare and present staff reports and other necessary correspondence.
- Represent the Sergeant-at-Arms department to other departments, elected officials and outside agencies; coordinate assigned activities with those other departments and outside agencies and organizations.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Attend and participate in professional group meetings; maintain awareness of new trends and development in the field of law enforcement, personal protection, emergency services, and related support services.
- Respond to and may command emergencies and disasters.
- Enforce House Rules and execute the commands of the Speaker.
- Work in conjunction with the Speaker of the Assembly and the Chief Administrative Officer in the implementation of security and other protocols within the department.

Knowledge Of/Ability to:

- Operations, services and activities of a comprehensive public safety program including, public safety, law enforcement, fire suppression, emergency medical services disaster preparedness and associated programs, services and operation.
- Organizational and Management practices as applied to their analysis and evaluation of programs, policies and operational needs.
- Peace Officer Standards and Training (POST) requirements.
- Recent Court decisions and how they affect department operations.

- Methods and techniques of public relations.
- Principles of supervision, training and performance evaluation.
- Pertinent federal, state, local laws, codes and regulations.
- Principles and practices of disaster preparedness, response and recovery.
- CPR, First Aid, Bloodborne Pathogens.
- Manage and direct a comprehensive public safety program including law enforcement, emergency services, disaster preparedness, and associated programs, services and operations.
- Develop and administer departmental goals, objectives and procedures.
- Analyze and assess programs, policies and operations needs and make appropriate adjustments.
- Delegate authority and responsibility.
- Operate modern office equipment and computers including applicable software applications.
- Communicate clearly and concisely, both orally and in writing.
- Meet the physical requirement necessary to safely and effectively perform the assigned duties.
- Travel as necessary including being prepared to travel on short notice when legislative functions require.

Minimum Qualifications:

- Ten (10) years of professional experience in law enforcement or a similar field.
- Five (5) years in management and/or supervisory experience within a complex public sector or private organization.
- A background working in an environment with elected officials is ideal.
- Ability to work additional hours based upon business needs.
- Ability to travel throughout the state of California and internationally.

Special Requirement: California POST certification; an adequate amount of time would be afforded to candidates from outside of the state to become California POST certified.

Contact: The final filing date is September 5, 2019. To be considered for this prominent and influential position, please immediately submit a resume (including dates of employment and scope of responsibilities, such as staff and budgets managed), cover letter, and the names of six work-related references (two supervisors, two direct reports, two colleagues), directly to:

Human Resources
California State Assembly, Rules Committee
Email: <u>Human.Resources@asm.ca.gov</u>

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