

CITY OF SACRAMENTO

Office of Violence Prevention Manager

The City seeks a professional with a passion for gang prevention and intervention work. This unique opportunity will give the successful candidate a chance to positively change neighborhoods and individuals for the better.

City of
SACRAMENTO



To learn more about what Sacramento has to offer, please click [here](#).

THE COMMUNITY

Sacramento is centrally located between the Bay Area's beautiful coast and the majestic Sierra Nevada mountain range. With a population exceeding 500,000, there is always something interesting going on. Cultural, recreational, and historical opportunities include the NBA's Sacramento Kings which play in a new arena at the center of a downtown revitalization, Sutter Fort and other historical sites, the California State Capitol and a variety of museums, and beautiful parks like the Sacramento Riverfront. The community boasts a healthy, diverse economy and is the fastest growing major city in California. Jobs and opportunities can be found in healthcare, finance, education, transportation, and a variety of other industries. The City has been named in Time magazine as America's Most Diverse City.

Serving as the capital of California, the City was founded in 1849 and is the oldest incorporated city in California. In 1920, Sacramento city voters adopted a City Charter (municipal constitution) and a City Council form of government, which is still being used today. The City Council consists of a Mayor and eight Council members. The Council establishes city policies, ordinances and land uses; approves the City's annual budget, contracts, and agreements; hears appeals of decisions made by city staff or citizen advisory groups, and appoints four Council Officers: a City Manager, City Attorney, City Treasurer, and City Clerk.

This position is housed in the City Manager's Office, which contains a wide-range of high-profile divisions and programs that handle issue-specific needs:

- Innovation & Economic Development
- Homeless Coordination
- Violence Prevention
- Media & Communications
- Cannabis Policy & Enforcement
- Governmental Affairs
- Emergency Management
- Youth Development
- Diversity & Equity
- Performance Measures

THE POSITION & IDEAL CANDIDATE

The Office of Violence Prevention Manager serves as the City's staff resource for gang prevention and intervention and coordinates a comprehensive effort to address youth and gang violence. The Office of Violence Prevention (OVP) was created to respond to increased gang activity in the City of Sacramento and consists of two staff: the OVP Manager and a Program Analyst. The OVP Manager is an expert in violence reduction programs and grant management who uses the latest research and best practices with an intentional focus on prevention and intervention services to gang-impacted populations. The ideal candidate will be a trust builder, collaborator, effective communicator and detail oriented with strong follow through. The position requires a candidate with political tack and professional integrity.





The OVP Manager oversees a \$1 million budget primarily executed through the Gang Prevention and Intervention Grant Program (GPIGP) and Advance Peace (AP) Program. The GRIGP was developed to coordinate strategic investments in partnership with community-based service providers to increase support for high-risk youth and families in our community. Over the last three years, the City awarded \$3 million in grants to 31 non-profit organizations to address and prevent youth and gang violence.

The AP program works to interrupt gun violence in urban neighborhoods by providing transformational opportunities to young adults identified as most likely to be perpetrators and/or victims of gun violence. The OVP Manager actively pursues appropriate State and Federal grant opportunities to support City prevention and intervention policies. The OVP Manager serves as staff to the Sacramento Gang Prevention Task Force, represents the City at Gang Prevention conferences, and coordinates with City and County agencies involved in Gang Prevention. The OVP Manager supervises one Program Analyst.

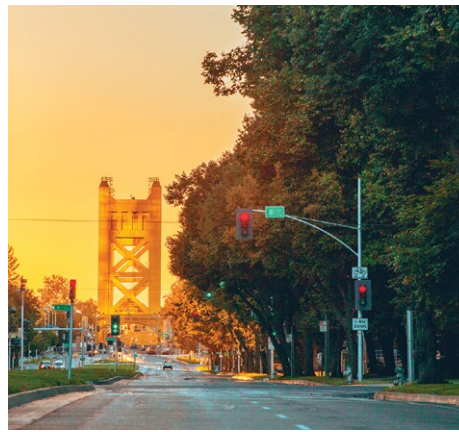
The City is on the rise in terms of growth and being progressive. The selected candidate will enjoy a healthy professional environment that is open to new ideas and experimentation of methods to achieve results. The selected candidate will inherit a successful program that has seen a steady decrease in the amount of homicides each year with no youth homicides in the last two years. This position offers substantial opportunities to make an impact with a high level of visibility and access to the City Manager and City Council.

For more information about the position and ideal candidate, please click [here](#):

Examples of Essential Duties

- Coordinates major citywide programs or projects related to gang and violence prevention and intervention; coordinates strategic planning efforts; conducts complex studies, surveys, and focus groups; collects information of difficult operational and administrative problems; compiles and analyzes information, develops and evaluates options, prepares and presents recommendations for review by management.
- Manages grant awards from initial application to completion; works with key stakeholders to develop grant strategy, identify grant opportunities, implement specific grant awards, tracks milestones and grant funds, reports on program/project progress, and streamline future proposals.
- Confers with department heads, employees, and interested parties regarding existing and proposed policies and procedures; assists in development and implementation of policies, procedures, goals, and objectives.
- Evaluates or assists in the evaluation of new or proposed legislation, rules, and regulations; confers with affected parties; determines potential impacts to City operations and finances, and reports findings; analyzes, interprets, and applies policies, procedures, and regulations.
- Coordinates activities of the Office of Violence Prevention with City departments, including, but not limited to, the Sacramento Police Department, and with outside agencies; meets with citizen groups, represents the City in the community, at meetings, and at conferences.

For a full description of the duties of this position classification, please click [here](#).



MINIMUM QUALIFICATIONS

Experience:

Five years of professional level governmental administrative and analytical experience in municipal government including two years of professional level experience in one or more of the following: budget, strategic planning, policy analysis, organizational development, or personnel management.

-AND-

Education:

Graduation from an accredited four-year college or university with major coursework in business or public administration or a closely related field.

Substitution:

A post-graduate degree may substitute for one year of the required professional level governmental administrative and analytical experience.

COMPENSATION AND BENEFITS

The salary range for the Office of Violence Prevention Manager is **\$97,500 to \$127,928** per year. Starting salary will be dependent upon experience.

The City offers a competitive benefits package that includes generous consideration for health insurance, retirement, paid time off, and more. For additional details, please click [here](#).

APPLICATION AND SELECTION PROCEDURE

The first review of resumes will occur on May 18, 2020.

To be considered, please submit a city application, detailed résumé, cover letter, list of six work-related references (who will **not** be contacted until the late stages of the recruitment and only with the permission of the successful candidate). Your résumé should include both years **and** months of employment dates. Please submit your materials through our website by clicking [here](#).

Résumés will first be screened for minimum qualifications and then only the most competitive candidates will be invited to participate in a telephone interview with the consultant. The City will make the final determination as to which top candidates are invited to an onsite interview process.

For additional information about this position please contact Josh Jones at:



CPS HR Consulting
(916) 263-1401

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Website: www.cpsshr.us/search



The City of Sacramento is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.