



Job Bulletin 102797 – 13/14

## Sergeant

Time base – Full Time

*This recruitment will remain open until filled. For priority consideration, please complete on-line application by January 5, 2014. A review of applications will begin January 6, 2014 and the review period may end at any time thereafter.*

### **ABOUT THE CALIFORNIA MARITIME ACADEMY:**

The California Maritime Academy is a specialized campus of the California State University (CSU) system serving a student population of approximately 1050. The campus, situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, currently offers baccalaureate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A Master of Science degree in three areas of Transportation and Engineering Management is offered.

### **MAJOR RESPONSIBILITIES:**

#### **Leadership**

Plan, assign, coordinate, supervise and provide direction to assigned employees; act as team leader on special duty assignments; assume the role of designated Watch Commander or Officer in Charge; perform the duties of a Field Training Officer; perform at least two special assignments on a regular basis.

#### **General Law Enforcement and Patrol**

Perform general law enforcement and specialized work assignments performed by Corporals, Police Officers and Community Service Specialists: patrol campus buildings and grounds on foot or vehicle; maintain order; enforce laws, rules and regulations; apprehend and process violators; initiate police action; prepare and present oral and written reports; provide assistance to campus personnel, students and the public in public safety matters; and serve as the lead or senior member on a campus patrol operation.

#### **Community Oriented Policing**

Participate actively with the community; implement and facilitate programs, meetings, projects, and community activities; promote partnerships between the police department and the campus; monitor, evaluate and mentor community-oriented policing involvement of assigned personnel.

#### **Training**

Meet all training requirements established by the Commission on Peace Officer Standards and Training, and Department Policy; develop and provide on-the-job training and specialized training to assigned staff and the University community.

#### **Administration**

Prepare and present various oral/ written reports; develop and implement policies and procedures; plan, staff, and schedule resources; evaluate shift personnel and trainees performance; maintain comprehensive knowledge of laws, department rules and regulations, general orders, University policies and collective bargaining agreements; guide, review, and approve all reports to ensure compliance with Department policy and procedure and conformity with established criminal or administrative codes; and complete semi-annual shift bids, and annual vacation bids.

### **SPECIAL REQUIREMENTS:**

- Successful completion of a physical agility test, oral interview, written examination, comprehensive background investigation, physical examination, psychological examination, and drug screening required. The Sergeant must be able to obtain and maintain a Transportation Worker Identification Credential (TWIC) card in order to work aboard the training ship.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

**MINIMUM QUALIFICATIONS:**

- POST Intermediate Certificate or higher and 4 or more years of law enforcement experience.
- One year of leadership experience, including but not limited to Sergeant, Field Training Officer, Corporal, or team leader.
- Valid California Driver's License and a satisfactory driving record.
- AA degree or 60 college units.
- Successfully complete additional training programs related to assignment, such as the POST Supervisory Program, FTO course, Investigations Course, and/or training related to special assignments within 1 year of appointment.
- Demonstrate ability to handle stressful situations, adapt to changes, accept criticism and feedback, and handle multiple tasks.
- Demonstrate ability to think and act decisively and effectively in emergencies and sensitive situations.
- Ability to exercise tact, courtesy, and good judgment in making decisions according to laws, regulations, policies, supervisory expectations, and in responding to others.
- Ability to take initiative in developing and improving skills; demonstrate dependability, integrity, good observations skills, and professional bearing; and possess credibility as a witness in a court of law.
- Demonstrate working knowledge of current criminal codes and laws.
- Demonstrate working knowledge of current law enforcement methods and investigative techniques and procedures.
- Demonstrate ability to provide effective leadership, supervision, guidance to field personnel during assigned shifts.
- Ability to complete oral and written instructions effectively.
- Ability to communicate effectively with a diverse campus community. Read, write, and orally communicate in a clear, concise and accurate manner.
- Ability to supervise, evaluate and positively influence performance of employees effectively.
- Demonstrate intermediate computer proficiency with diverse programs, including Microsoft Office Suite, Internet, and email software. Demonstrate ability to learn office technology systems.
- Demonstrate ability to establish and maintain cooperative working relationships with a diverse population.

**DESIRABLE QUALIFICATIONS:**

- Five or more years of law enforcement experience.
- Two or more years of leadership experience, including but not limited to Sergeant, Field Training Officer, Corporal, or team leader.
- Two or more years of active law enforcement experience in a college or university setting.
- Bachelor degree or higher.

**SALARY:** \$5006 - \$5873 per month

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**APPLICATION PROCESS:** Interested parties must submit the Cal Maritime Employment Application, cover letter and current resume. Apply on-line at <http://www.csum.edu/web/hr/careers>. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone.

**BENEFITS:** The California Maritime Academy offers a broad range of benefits for qualifying positions including medical, dental, vision, retirement (CalPERS), life and disability insurances, fee waiver, vacation and sick leave. Permanent status is obtained after the successful completion of a one-year probationary period. Additional stipend is available for a POST intermediate or advanced certificate.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**The California Maritime Academy is committed to a diverse work force  
and is an equal opportunity employer.**