Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee’s identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

APPLICATION PROCEDURE
Interested applicants must submit:
- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
  - Contributions to the profession
  - Related experience/accomplishments
  - Professional/personal development (Workshops, Diversity Sensitivity Training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.
- The names, phone numbers and e-mail address of three work references to include at least one supervisor.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:
Human Resources
Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650-6298

APPLICATION DEADLINE
This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is 4:30 PM on May 31, 2012. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than 4:30 PM on May 31, 2012. It is the applicant’s responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

Cerritos College
11110 Alondra Blvd.
Norwalk, CA 90650-6298
Equal Opportunity Employer
3/21/12

CAPTAIN, CAMPUS POLICE SERVICES
The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

PROFILE

The Cerritos College Police Department is comprised of 14 sworn police officers and a civilian support staff of about 50 employees. It is responsible for providing police services in a large community college in southeast Los Angeles County. The college has an average enrollment of 22,000 students and has approximately 1,200 part-time and full-time employees on a 135 acre campus. The Department is committed to providing access to services which support and enhance student success in a safe campus environment.

The Captain of Campus Police Services is a management position that reports to the Chief of Police and is the department’s second in command. This manager will support professional development, retention and diversity within the department and will have skills that maximize productivity in the District’s labor relations environment. The Captain will be expected to assume Department command in the absence of, or in coordination with, the Chief.

The successful candidate for this position will supervise the day-to-day activities and operations of a modern, progressive police department; will develop effective relationships in the community; will develop and implement objectives and plans to achieve the mission and vision of the department; and will guide employees to perform with excellence.

The successful candidate will perform the duties of the position with ethics and integrity. This candidate will also have demonstrated experience in:

- Working in community-oriented and problem-solving policing;
- Making sound, well-informed decisions affecting multiple stakeholders;
- Delivering effective oral and written communications in a multicultural environment;
- Establishing strong cooperative working relationships with diverse individuals and groups;
- Identifying issues and analyzing and collaboratively solving problems;
- Developing and maintaining mutually beneficial relationships with other agencies; and
- Providing leadership in bringing intergovernmental and community partners together in service delivery.

DUTIES & RESPONSIBILITIES

A description of the duties and responsibilities may be found on the Human Resources page of the College website at www.cerritos.edu/hr under Salary Schedules and Job Descriptions. Candidates are advised to review the job description. The successful candidate will perform the duties of the position.

MINIMUM QUALIFICATIONS OF EDUCATION AND EXPERIENCE

REQUIRED

- Associate’s degree or higher from an accredited college or university in Criminal Justice, Police Science, Business or Public Administration or a closely related field.
- Five years of progressively responsible police experience including two years in a supervisory position (Sergeant or above).
- Supervisory Certificate issued by the California Commission on Peace Officer Standards and Training.
- Valid California Driver’s License.

PREFERRED

- Bachelor’s degree from an accredited college or university in Criminology, Criminal Justice, Police Science, Business or Public Administration or a closely related field.
- One year of police experience in a management position.

At the time of employment, a candidate with a break in services of longer than three (3) years will have to complete a Requalification Course through POST. As a condition of probation, a POST Management Course must be completed within 12 months of employment unless a POST Management Certificate is already held.

PRE EMPLOYMENT REQUIREMENTS

Meet background and character qualifications for this position pursuant to the provisions of California State Government Code Section 1031(d), and in accordance with standards established by California POST, as determined by an extensive Background Investigation. Successfully pass medical and psychological examinations pursuant to the provisions of California State Government Code Section 1031 (f), and in accordance with standards established by California POST.

SALARY/FRINGE BENEFITS

- Grade 28 on the Management Salary Schedule ($6,648.00 - $8,362.00 per month).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance ($50,000). (Cash in lieu option available on medical insurance.)
- Participation in the Public Employees’ Retirement System and Social Security.
- 22 days annual vacation.

CONDITIONS OF EMPLOYMENT

- This position is a full-time 12-calendar month classified management position.
- Employment to be effective as soon as possible following completion of the selection process.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.