CITY OF CLAREMONT invites applications for the position of:

Communications Officer I

**SALARY:**
- $2,004.46 - $2,421.69 Biweekly
- $4,343.00 - $5,247.00 Monthly
- $52,116.00 - $62,964.00 Annually

**OPENING DATE:** 12/21/16

**CLOSING DATE:** Continuous

**CITY OF CLAREMONT:**

The City of Claremont is a suburb of Los Angeles that is unlike any community in Southern California. In its February 2016 issue, Sunset Magazine named Claremont "The Best Suburb in the West." In 2008, Money Magazine listed Claremont as one of the "Best Places to Live." The City has won awards in environmental stewardship, municipal budgeting, urban planning, and recreational programming.

Being the best is a philosophy Claremont employees put into practice every day. The City has a reputation for being a premier city in California, with cutting edge programs and a dedication to the public engagement process. If you are considering working for the City of Claremont, ask yourself:

- Are you ready to experience a different kind of City? A City that challenges convention, embraces innovation, and demands excellence?
- Do you have the passion, drive, and commitment to succeed in a fast paced, service-driven environment?
- The City of Claremont produces innovative programs that are setting the bar for municipalities across the country. Do you enjoy a challenging environment that will push you to be the best in your field?

If you answered these questions with **YES**, consider applying to be our next Communications Officer I!

**THE POSITION:**

The City of Claremont Police Department is looking for a highly energetic and motivated self-starter to serve as the primary link between the public and Police Department staff.
Communications is the “hub” of the Police Department. Citizens and patrol staff rely on Communication Officers to be the vital link in providing a wide variety of first responder services to the community. Our communications staff utilizes the latest technologies to efficiently handle two-way radio communications, computer aided dispatch center (CAD), 9-1-1 and other related law enforcement calls. Communications officers assess needs based on calls received and direct the proper resources and personnel to resolve each particular event. He/she will have the ability to multi-task, remain calm, logical and decisive under emergency and high volume call situations.

The Communications Officer I position is a uniformed, non-sworn (civilian) employee. We offer an innovative 3 day, 12 hour work schedule. Assignment requires working holidays, weekends, overnight, and evenings. Shift assignments are rotated every six months. Advancement to Communications Officer II is based on experience and advanced training courses.

**IDEAL CANDIDATE:**

The Communications Officer I will have one year of office experience with public contact, be a high school graduate or equivalent and preferably have some experience in a law enforcement agency. Applicants must be able to type 40 words per minute and have a certified typing certificate submitted with application. Qualified applicants will be at least 18 years of age and have a valid California Driver's license and good driving record.

The position is open until filled, apply immediately.

**ADDITIONAL INFORMATION:**

**THE DEPARTMENT**

The Claremont Police Department is committed to safeguard and serve the Claremont community through timely, proactive, effective, and professional law enforcement services. The Police Department is comprised of three divisions, Administration, Operations, and Support Services. Within those divisions are distinct bureaus that include Administrative Services, Investigations, Patrol, Traffic, Records, Communications, and Jail.

The Claremont Police Department has 39 sworn personnel and 38 professional staff, with an annual operating budget of $10.7 million for fiscal year 2015 - 2016. The Police Department has an annual work plan that includes maintaining community contacts and outreach programs, responding to Priority 3 (emergency) calls for service within an average of four minutes, and investigating crimes occurring in the community with an emphasis on clearing investigations through identification, arrest, and prosecution of suspects.

**THE COMMUNITY**

Located 30 miles east of downtown Los Angeles on the lower slopes of the San Gabriel Mountains, Claremont is best known for its tree-lined streets, historic buildings, world renowned colleges, and award-winning school system.

Claremont provides the atmosphere of a New England town within comfortable driving distances of major Southern California attractions, sports stadiums, and the Ontario International Airport.
Sunset Magazine described Claremont in this manner, "College towns like this one may be commonplace on the East Coast, but Claremont, 30 miles east of downtown Los Angeles, stands out as a singular example in Southern California." Metrolink Rail Authority also named Claremont a Preferred Destination Point.

The City has a population of 37,780 people calling Claremont their home. Within the City's 14.1 square miles, Claremont has 24 city-owned parks and sports fields, with 1,788 acres of public park land, of which 1,769 is wilderness. Claremont has over 24,000 City trees and has been a winner of the National Arbor Day Association's TREE CITY USA award for 31 consecutive years.

Claremont's success is not accidental, but the result of a long tradition of creating and encouraging community cooperatives and involvement in civic affairs, which has also worked successfully in the areas of business and economic retention and development. The City of Claremont exemplifies the quality of a model city, and is viewed and respected as a leader in local government.

COMPENSATION & BENEFITS

This position offers a highly competitive salary with an attractive and competitive benefit package as outlined below. The starting salary for this position will be based on the competitive labor market and the successful candidate's qualifications, experience, and salary history.

The City of Claremont offers an attractive and competitive benefit package, including:

- 2% at 55 PERS retirement (Classic Members), Employee pays 7% of salary; 2% at 62 PERS retirement (New Member) Employee pays 6.25% of salary
- $1,294 a month for medical allowance, with any remaining money deposited into employee's ICMA deferred compensation account or taken as taxable income
- 96 hours - 160 hours vacation based on years of service
- 72 holiday hours and 24 floating holiday hours
- 96 sick hours per year (may bring up to 200 hours of sick leave from current employer)
- $75,000 life insurance on employee and $10,000 on dependents
- Employee Assistance Program (EAP)

Claremont is a charming, historic community of 37,780 people located 30 miles east of downtown Los Angeles at the base of the San Gabriel Mountains. Founded in 1887, the City has a rich educational and citrus heritage and has long been recognized for its New England college town atmosphere, picturesque tree-lined streets, and rich cultural heritage. The Village, a vibrant small-town commercial district, is the location of City Hall.

As an organization, the City of Claremont is a leader in innovative community programs. It is action oriented, with work program objectives incorporated into the budget process. There is an emphasis on participative management and a focus on delivering quality public services. The City also takes pride in the quality of its employee programs, which results in a high level of satisfaction among City employees.

Claremont's success is not accidental, but the result of a long tradition of creating and encouraging community cooperatives and involvement in civic affairs. Claremont residents are an integral part of the City's decision making process and are actively involved in all aspects of community life, which helps make Claremont a better place to live and work.

The City of Claremont is committed to recruiting and retaining a highly qualified and diversified workforce. It is the City's goal that people of all races, genders, color, ethnicity, religion, national origin or ancestry, age, marital status, sexual orientation, disability, medical condition, pregnancy, or veteran's status, or association with individuals with these characteristics have access to employment opportunities with the City of Claremont.

The City of Claremont does not discriminate on the basis of disability in admission to, access to, or operation of its programs, services or activities. The City does not discriminate on the basis of disability in its hiring or employment practices. Questions, concerns, complaints or requests for additional information regarding the Americans with Disabilities Act may be forwarded to the City's ADA Coordinator at (909) 399-5477.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.ci.claremont.ca.us
207 Harvard Avenue
Claremont, CA 91711
(909) 399-5447

Communications Officer I Supplemental Questionnaire
1. Can you type 40 words per minute accurately?
   - Yes    - No

2. Do you have experience working in a law enforcement agency?
   - Yes    - No

3. Have you completed the POST Basic Communications Officer Course?
   - Yes    - No

* Required Question