

# THE CITY OF SUSANVILLE



Invites your interest for the position of  
**PUBLIC SAFETY CHIEF**

City of Susanville—[www.cityofsusanville.gov](http://www.cityofsusanville.gov)  
Recruitment Services Provided by Kreins' Consulting



## Susanville Public Safety

### Police & Fire

The members of the Susanville Police and Fire Departments are dedicated to providing the highest quality of public safety services. The Police Department is authorized for 17 sworn officers, including 1 Public Safety Chief, 2 Lieutenants, 3 Sergeants and 11 Police Officers. Administrative staffing includes 1 Records Supervisor/Administrative Assistant, 1 Youth Service Officer and 2 Community Services Officers — CSO—Evidence Technician/Animal Control, CSO—Permanent Local Housing Authority.

The Susanville Fire Department is comprised of a Public Safety Chief, 1 Assistant Fire Chief, 3 Fire Captains, 3 Fire Apparatus Engineers, 3 Firefighter I/II and 1 Administrative Assistant.

The Fire Department also utilizes volunteers and seasonal firefighters.

## Susanville—The Community

Susanville is a pleasantly diverse community and is the economic and governmental hub of Lassen County. Susanville lies at the junction of California State Routes 36 and 139. Susanville is located approximately 80 miles north of Reno, 2 hours east of Chico and Redding, and a little over than three hours from Sacramento. The resident population is approximately 8,900. Susanville was incorporated as a city in 1900 and is 8.03 square miles in area. Residents of Susanville an enviable quality of life with affordable housing and an impressive array of civic, recreational, and natural amenities. The city has several municipal parks, including facilities for youth baseball, soccer, a skate park, community pool and golf course. Susanville is home to the 1,100 acre Susanville Ranch Park managed by Lassen County BLM and the nationally renowned Bizz Johnson Rail Trail. Additional community facilities include K-12 public schools, a public library and 13 churches. Advanced educational opportunities are available at the Lassen Community College main campus in Susanville, California State University Chico, and UNV-Reno are easily accessible.

## City Government

The City of Susanville is a full-service General Law city operating under a City Council/City Manager form of government. The City Council includes a Mayor, Mayor pro-tem and three Council members elected to four-year, staggered terms. Policy making and legislative authority is vested with the City Council. The City Council's main duties include passing ordinances, adopting the budget, appointing committees, and hiring both the City Manager and City Attorney. With a staff of 68 full time employees, the city delivers a full range of municipal services through its departments including administration, finance, public works, parks and recreation, building and planning, golf course, airport, and police and fire protection services.

**Mission Statement:** The City of Susanville's mission is to serve our residents and visitors by engaging in activities that protect people, their property, and their freedom to explore and prosper.

## Representative Duties

- Participate in the planning, organizing, and development of operational procedures in the Police and Fire Departments.
- Manage the activities of assigned personnel and day-to-day operations of the Public Safety Departments.
- Direct and assist in the training development of subordinate personnel.
- Prepare recommendations for budget and personnel needs.
- Coordinate functions of the Public Safety Departments with allied public safety agencies.
- Manage, supervise, train, and evaluate subordinate personnel.
- Conduct a continuing review of the Public Safety Departments to identify problems and develop recommendations for improving services.
- Inspect public safety personnel and equipment.
- Personally conduct investigations and special studies requiring a high level of discretion.
- Direct the maintenance of records preparation of the various local, state, and federal statistical reports.
- Speak before groups and represent the Public Safety Department and City at meetings, events, and conferences. Participation with service organizations within the City of Susanville.
- Maintain statistical records of the departments.
- Respond to emergencies when off-duty and act as emergency operations manager.
- Oversee/manage the Police and Fire Fleet
- May oversee Animal Control Services and other emergency services as necessary.



## **Public Safety Chief—City of Susanville**

The Public Safety Chief is the administrative head of the city's public safety departments which include the Susanville Police and Fire Department and the Public Safety Administrative Department. This exciting opportunity will provide the successful candidate with an opportunity to build and grow excellent public safety services within the City of Susanville. The Public Safety Chief will manage the city's public safety programs providing law enforcement, crime prevention, fire suppression, emergency preparedness, emergency medical services, and other services related to the protection of life and property. The Public Safety Chief will oversee the Susanville Police Department which has 21 full-time positions, 17 sworn and 4 non-sworn; and the Susanville Fire Department has 11 full-time positions. The ideal candidate will be an experienced public safety professional who is service-minded and possesses the highest levels of integrity; an inspiring and team-oriented leader with an incredible work ethic known for adhering to high standards and service excellence. They will be an innovative and resourceful leader who displays a relentless commitment to professionalism. Experience as an effective mentor and innovative leader who models and promotes high expectations, and asserts a positive presence is highly desirable. Extensive community engagement experience, and a sophisticated understanding of contemporary public safety practices will be expected.

The incumbent will uphold established exceptional service standards and embrace the opportunity to lead and develop multi-generational departments. In a competitive job market, the selected Public Safety Chief must support the City Manager and City Council and work diligently to increase employee engagement, maintain officer and professional staff retention, and enhance department recruitment efforts. This is an outstanding opportunity to work in a multi-generational and diverse public safety agency. The Police and Fire Departments are heavily invested in community outreach and community engagement programs. This is a unique opportunity to work in an exceptional and dynamic professional environment, and to become part of an outstanding leadership team that provides the community with excellent public safety services.



## COMPENSATION

**The salary range for this position is \$139,962—\$187,581 annually, commensurate with experience.**

Additionally, the selected candidate will receive an excellent benefits package that includes vacation, medical insurance, life insurance, paid holidays, management leave, sick leave, and public sector retirement. Flexible benefits: \$400 annually

**Retirement:** The City participates in the California Public Employees Retirement System (CalPERS). For classic members the benefit level is 3% at 50 with a contribution rate of 9% of gross pay period. For new members (PEPRA, the benefit level is 2.7% at 57) with a current employee contribution rate of 13.75% of gross salary per pay period.

**Medical, Dental and Vision Insurance:** 90/10 plan provided through Anthem Blue Cross as well as dental and vision coverage. The policy covers employee, spouse, and any eligible dependents, with the current employee contribution of \$46 per month.

## QUALIFICATIONS

**Ideally, candidates should possess experience in police and/or fire work that includes experience conducting supervisor and management level responsibilities at a public safety organization.**

- ◆ A Bachelors Degree from an accredited college or university, (required) preferably with a major in police science, fire science, public administration, or a closely related field.
- ◆ Possession of POST Certificates.
- ◆ Possession of a valid California Motor Vehicle Operator's License and a satisfactory driving record are a condition of hire and of continued employment.
- ◆ Ability to pass a thorough a comprehensive background investigation, which may include: polygraph test, psychological evaluation, physical evaluation, and drug screening, prior to appointment.
- ◆ Completion of advanced police/fire supervisory or management coursework such as the POST Supervisory Leadership Institute (SLI), POST Command College, FBI National Academy, and the CPOA Leadership Development Course is desirable.
- ◆ Broad and extensive experience, training, and education in all major phases of municipal police work, fire services and police and fire management is also desired.

### **Applications Due: February 13, 2026**

For complete job information and to apply, check the city's Human Resources Page on the City's website at: [www.cityofsusanville.gov](http://www.cityofsusanville.gov)

***RESUMES AND COVER LETTERS MUST BE ATTACHED TO YOUR APPLICATION BUT WILL NOT REPLACE THE REQUIRED INFORMATION ON YOUR APPLICATION. IF YOUR RESUME IS NOT ATTACHED OR YOUR APPLICATION IS INCOMPLETE, YOUR APPLICATION MAY BE DISQUALIFIED.***

The application and attachments may be submitted in person, by email to [hwhitlock@cityofsusanville.gov](mailto:hwhitlock@cityofsusanville.gov), or by mail to the City of Susanville at: 66 N. Lassen St., Susanville, CA 96130

**Candidate screening will begin in February 2026 and finalists will be invited to an interview/assessment center process scheduled for the week of February 23, 2026.**

This is a confidential search process. If you have any questions regarding this position, contact consultant, **Joseph Kreins at 707-333-6858.**



The City of Susanville is an Equal Opportunity Employer and does not discriminate against race, color, religion, national origin, age, sex, sexual orientation, or disability. In accordance with Federal law, the City of Susanville will require verification of authorization to work in the United States. As a condition of employment, you will be required to present proof of your identity and employment eligibility. In accordance with the Americans with Disabilities Act, should special accommodations be necessary at any stage of the selection process, please contact Human Resources at the City of Susanville—66 N. Lassen St., Susanville, CA 96130. All correspondence regarding application status, recruitment process, etc. will be sent by email. It is the applicant's responsibility to ensure a correct email address is provided and that all correspondence is received. Information contained herein, including the recruitment process, is subject to change without notice.