



**NOW ACCEPTING
APPLICATIONS FOR**

POLICE OFFICER

PAY RANGE
POLICE OFFICER I
\$68,313 - \$83,035 ANNUALLY

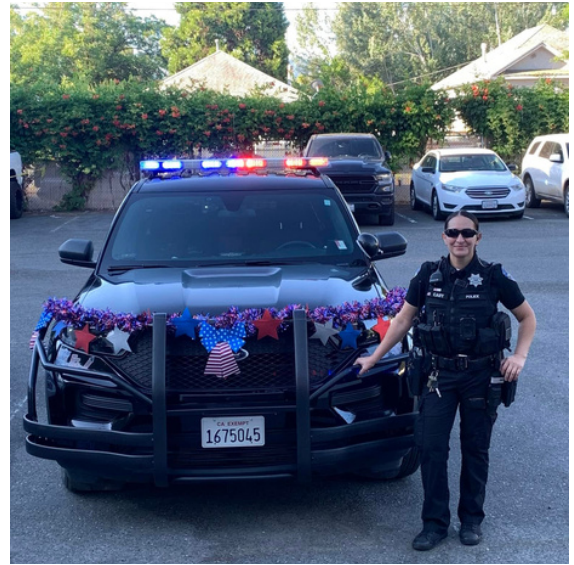
POLICE OFFICER II
\$71,811 - \$87,827 ANNUALLY

POLICE OFFICER III
\$75,300 - 91,527 ANNUALLY

PLUS A GREAT BENEFITS PACKAGE

DEADLINE TO APPLY IS:
TUESDAY, AUGUST 18, 2026, 11:59 PM.

 125 E. Commercial Street,
Suite 150 Willits, CA 95490
 jobs@cityofwillits.org
 (707) 459-7176



 www.cityofwillits.org



THE CITY:

The City of Willits is an excellent location from which to enjoy the exceptional beauty of Mendocino County. Geographically, Willits is in the center of Mendocino County and provides much in terms of climate, recreation, and cultural arts. To the north are the majestic redwoods and the beautiful Eel River watershed, to the south are award-winning wineries, and to the west is the rugged Mendocino Coast. Willits has a population of around 5,000 and offers many resources to surrounding communities, including the county museum, a library, a Community College Campus, annual Frontier Days with the longest continuously running rodeo in California, the Skunk Train, and a new state-of-the-art hospital.

THE POSITION:

The City of Willits is seeking a collaborative, fair-minded problem solver to serve as a Police Officer. The Police Officer position performs law enforcement and crime prevention work that includes but is not limited to controlling traffic flow and enforcing federal, state, county, and City ordinances, codes, and laws. The position performs community-oriented policing, investigates crimes, promotes peace within the community, and performs other duties as required. This is an external, open, and competitive recruitment process. This is a three-level classification series. The department may hire at either the I, II, or III level, depending on the education, experience, and certifications held by the pool of qualified applicants.

QUALIFICATIONS:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: High school diploma or equivalent.

License and Certifications: Possession of a certificate of completion from a POST- Certified Basic Academy.

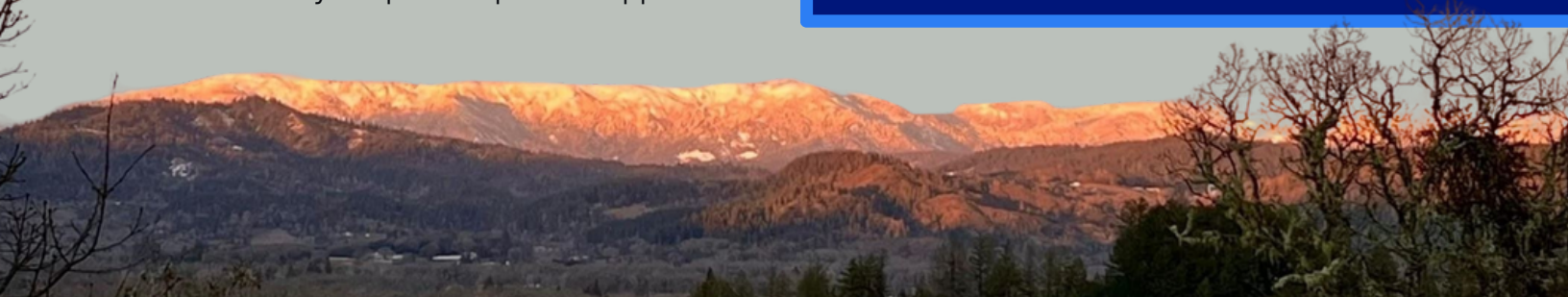
Upon possession of a POST Intermediate Certificate, the employee may be promoted to a Police Officer II, which includes an incentive pay increase of five percent (5%) above their current rate.

Upon possession of a POST Advanced Certificate, the employee may be promoted to a Police Officer III, which includes an incentive pay increase of five percent (5%) above their current rate.

Special Requirements:

- Must be legally authorized to work in the United States per California Government Code 1031 and Federal Code §274a.2.
- Be at least 21 years of age as of the date of hire per California Government Code 1031.4.
- Possession of a valid Class C or higher California Driver's license; good driving record.
- Successfully complete the Willits Police Department Field Training Program.
- Graduate of a POST-approved Basic Academy at time of appointment.
- Possession of an Advanced First Aid certificate, including CPR.

Character and Background: The selected candidate will be required to undergo a standard Police Background investigation, including fingerprinting, polygraph exam, psychological evaluation, and complete physical exam with drug screening. The investigation must show that the candidate possesses traits including initiative, alertness, integrity, reliability, courtesy, and good judgment, and has not been convicted of any felony or misdemeanors involving moral turpitude.



IDEAL CANDIDATE:

The ideal candidate will:

- Exercise sound independent judgment while demonstrating discretion, impartiality, and the highest ethical standards.
- Possess an Advanced First Aid certificate, including CPR.
- Be currently employed as a California peace officer with a California law enforcement agency or have successfully graduated from a California POST-Certified Police Academy.
- Demonstrate a sincere commitment to the City of Willits community and a strong ability to build and maintain positive relationships with residents, stakeholders, and community partners.
- Foster a collaborative, inclusive, and supportive work environment as an engaged and encouraging team member.
- Possess the skills and best practices to professionally and effectively de-escalate situations.
- Remain adaptable, resilient, and effective when managing challenging, high-pressure, or rapidly changing situations.
- Be available and prepared to work outdoors in adverse weather conditions and respond at any hour, including evenings, weekends, and holidays, as operational needs require.
- Bilingual communication skills are highly desirable.
- Read, write, and comprehend the English language at a level necessary for effective job performance.



BENEFITS OVERVIEW:

The salary depends on the education, experience, and certifications held by the selected candidate. In addition, the City offers an attractive benefits package including:

Retirement: The City participates in CalPERS. For new employees covered under PEPR, the retirement formula is 2.7% @ 57. For Classic Members, 3% @ 50.

Medical Insurance: The City offers a choice of EPO, PPO, or HDP plans. The City contributes 100% of the high-deductible health plan premium cost/plus HRA for deductibles, based on the category of coverage.

Dental: City paid for employee and dependents.

Vision: City paid for employee and dependents.

Employee Assistant Program: City-offered.

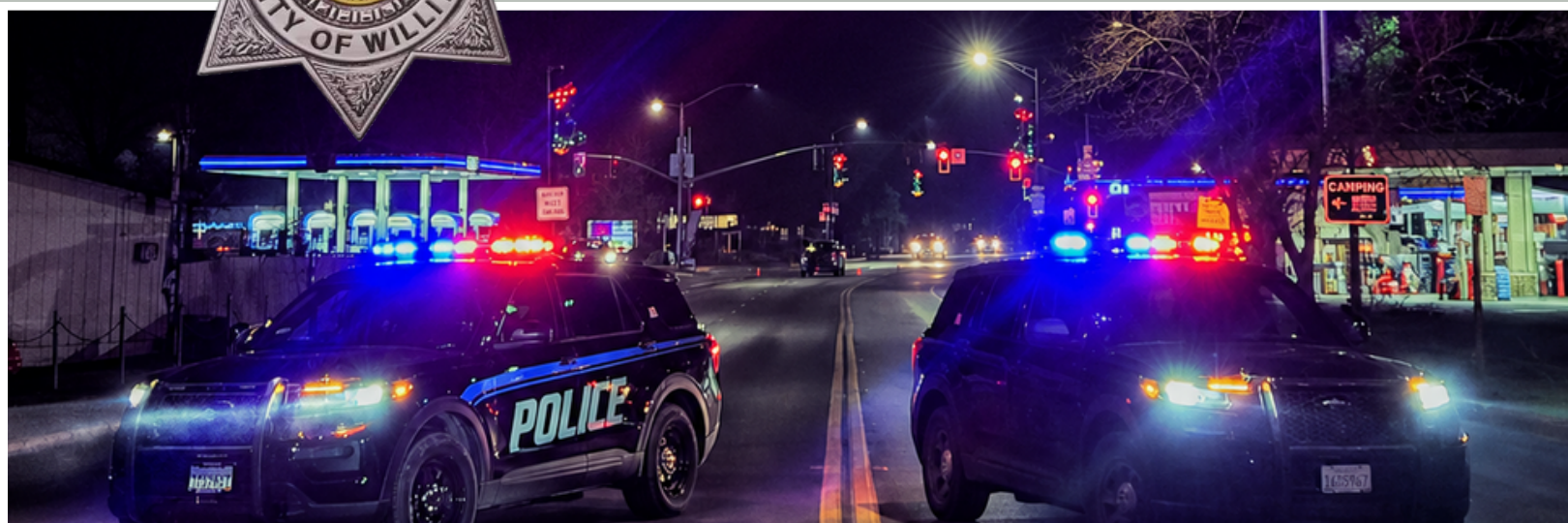
Long-Term & Short-Term Disability: City paid

Vacation: Earned at 3.08 hours per pay period (10 days).

Holidays: 11 paid holidays per year.

Sick Leave: Earned at 3.69 hours per pay period.

Life Insurance and AD&D: City paid



**THE CITY OF WILLITS POLICE
DEPARTMENT VALUES: DIVERSITY,
INNOVATION, INTEGRITY, TEAMWORK,
RESPECT, RESPONSIVE CUSTOMER
SERVICE, AND TRUST.**

SELECTION PROCESS:

Application materials will be reviewed in detail to identify the most qualified candidates to interview. The most qualified will be invited to oral boards.



HOW TO APPLY:

To be considered for this opportunity, candidates should apply by submitting an application, resume, cover letter, copy of certifications, and, if within 6-months, PELLET-B and WSTB test scores via email to the City of Willits Human Resources Department at jobs@cityofwillits.org.

In your email subject line, please indicate which level position you are qualified for and applying to, for example, "Police Officer III Applicant."

For more information about the position, please visit:

<https://www.cityofwillits.org/219/Employment-Opportunities> or scan the QR code below.

Deadline to apply is: Tuesday, August 18, 2026, 11:59 PM.

Candidates with a disability who may require special assistance in any phase of the recruitment process or additional inquiries about the position may be directed to Human Resources at: humanresources@cityofwillits.org

THE CITY OF WILLITS IS AN EQUAL OPPORTUNITY EMPLOYER



**SCAN
ME! >>**



Recruitment services provided by:





JOIN
WILLITS
POLICE DEPARTMENT!

