



## Community Resource Coordinator

**Department:** Public Safety

**SUMMARY:** This position is an integral part of the Public Safety department, serving as a police resource to the community, performing various activities related to crime prevention, public relations and public education, and serves as the coordinator over non-sworn volunteers which includes Patrol Auxiliary and other department units. In addition, interaction with senior executives within the city, attendance at various board meetings involving a myriad of topics to include Domestic Violence, Elderly Abuse, Child Identification, etc. may be required.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Research and develop new programs, prepares literature and visual aids for programs and presentations.

Coordinate and manage community police programs, including the Neighborhood Watch Program, Business Watch and Apache Junction Crime Free Multi-Housing Program as well as other programs and activities related to crime prevention and public safety.

Make presentations to the public and city officials.

Serve as resource and liaison to the public and the media on the topics of crime prevention and public safety including animal control; create brochures, flyer and reports.

Respond to requests from Department employees, citizens and other law enforcement agencies; investigate, mediate and resolve inquires including complaints from individuals and organizations.

Organize and participate in special events for the Public Safety Department; may photograph and record events.

Prepare news releases and post to social media sites.

Coordinate public safety volunteers including recruiting, interviewing, assigning work and recommending corrective actions; track and report number of volunteers and volunteer hours.

Manage the Public Safety social media site; update, advise and respond accordingly.

Provide support for access to programs, building and services.

Support City policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

## **KNOWLEDGE AND SKILLS:**

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; City Code; Public Safety prevention efforts, volunteer coordination and information management.

Information dissemination techniques and methods.

Office management principles, practices and procedures; strategic planning and resource allocation.

General operations of the Public Safety Department and Police Department.

### **Skill in:**

Establishing and maintaining cooperative working relationships with coworkers and other individuals in contact during the course of work.

Operating a personal computer utilizing standard software and some specialized software; functioning standard office equipment.

Composing and editing information materials; creative writing; preparation of press kits and information dissemination.

Planning and organizing events; public speaking; communicating clearly, effectively and persuasively.

Assessing, prioritizing and completing multiple tasks and demands simultaneously.

Use of a variety of Social Media.

## **MINIMUM QUALIFICATIONS:**

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with an Associate's degree in Communications, Public Relations, Marketing, or equivalent and three (3) year's paid full time or its part time or volunteer equivalent experience in the administration or management of a program(s).

## **LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:**

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment and various community facilities. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted: Feb 2002

Revised: Jun, 2010; Mar, 2012; May, 2014; Nov, 2014, Mar. 2017, June 2017, Jan. 2019