COMMUNITY AFFAIRS PROGRAM SPECIALIST

DEFINITION
Under general supervision, is responsible for implementing, preparing, and coordinating crime prevention strategies for the City.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Implements, prepares and coordinates crime prevention strategies and programs for the City;
- Organizes neighborhood and business watch meetings and events;
- Performs safety and security site assessments;
- Attends and represents the Police Department at community meetings and presents crime prevention information and strategies;
- Assists in overseeing volunteer programs liaisons between the Police Department and residential and business members;
- Provides customer service and assists citizens with crime prevention program information and community problem solving, inquiries and/or requests and registers complaints;
- Maintains operation of Police community centers and affiliation with community-based organizations.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of community and/or public relations techniques, and of quality customer service techniques and methods;
- Skilled in researching and implementing crime prevention strategies, providing and following oral and written communications, and in establishing and maintaining productive working relationships;
- Ability to perform and train other employees on essential duties, and to effectively communicate verbally and in writing in English with both internal and external customers;
- Proficient in the use of a personal computer, electronic devices and other industry related software applications.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending, and lifting up to 20 pounds. Incumbents may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather and moving traffic.

QUALIFICATIONS
Associates Degree in Communications, Public Administration or closely related field, AND two (2) years experience in community/public relations preferably in a municipal environment. Must possess at the time of application and maintain a valid California Driver’s License.