SENior COMMUNITY AFFAIRS LIAISON

DEFINITION
Under general supervision and upon direction of the Office of the Chief of Police-Administration, provides staff and support services throughout the Police Department and City Administration, maintains and expands neighborhood watch programs; monitors subordinate staff and presents, devises, and implements crime prevention strategies in an attempt to reduce and eliminate crime and social disorder, provides emergency preparedness and disaster planning education and community outreach, recruits, trains, and develops the police volunteer staff, citizen police academy, internship program, and assists with policy development of the Inglewood Police Department Reserve Police Officer program.

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
Maintains and expands neighborhood block clubs; attends neighborhood watch meetings and presents crime prevention information; recruits and maintains police volunteer staff, citizen police academy class members; Community Emergency Response Team (CERT) program and provides administrative, support services, and schedules training classes for the Inglewood Police Department Reserve Police Officer program, in addition, schedules presenters for the police academy and arranges ride-a-longs for class members; researches projects and the citizen police academy; organizes graduation ceremonies and celebrations.

Provides administrative support services to co-workers; participates in community events; administers a college student internship program and a police chaplain program; provides customer service and assists citizens with information; provides guidance for community problem solving, inquires and/or requests and registers complaints; reviews and updates any outdated information on the Police Department website.

Monitors the operation of police community centers; maintains affiliation with community-based organizations and neighborhood and business watch programs; organizes annual Police Open House, holiday luncheons, and other crime prevention-related community events and fairs; sets up and conducts tours of the police station for school students, stakeholders, and citizens.

KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS
• Working knowledge of community and/or public relations
• Working knowledge of a law enforcement agency
• Knowledge and experience using personal computer hardware and software
• Strong customer service skills and abilities
• Working knowledge of the Los Angeles County, Office of Emergency Management (OEM), Operational Area Response and Recovery System (OARRS)
• Strong background and experience in the principles and methods as applied to emergency management and training
• Working knowledge of Emergency Management concepts relating to the National Incident Management System (NIMS), Standardized Emergency Management System (SEMS), and the Incident Command System (ICS)
• Skilled in providing and following oral and written instructions
SENIOR COMMUNITY AFFAIRS LIAISON

- Skilled in establishing and maintaining positive and productive working relationships
- Ability to perform and train other employees on essential duties
- Ability to effectively communicate verbally and in writing
- Ability to work effectively within a paramilitary, “team-oriented” environment, must be capable of taking and giving direction when necessary, and must be able to give good constructive feedback
- Ability to coordinate Emergency Management Resources and represent the City and Police Department at the Civil Defense Area G Office of Disaster and Management, as well as with the Los Angeles County Fire Department Field Representative
- Ability to setup and provide technical assistance in the City’s Emergency Operations Center
- Experienced in administrative, supervisory, or staff in the development, administration, and evaluation of emergency preparedness, public administration, and community outreach and education

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. Incumbent may be exposed to repetitive motion, vision to monitor, extreme temperatures and weather, and moving traffic.

QUALIFICATIONS
Bachelors degree in Communications, Public Administration, Business, Organizational Management, or closely related field, AND four (4) years experience in community/public relations in a local government, preferably in a Police Department OR an equivalent combination of education and experience. Must possess at the time of application and maintain a valid California Driver's License. Additional training and certification in NIMS, SEMS, and ICS highly preferred.