

PUBLIC SAFETY PROGRAM COORDINATOR

DEFINITION

To plan, organize, coordinate, and implement activities and programs in support of a comprehensive volunteer program, travel program and other assigned programs within the Police Department; to review and assign volunteers to support activities and events; and to perform a variety of technical level tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a higher level supervisor or manager.

Exercises supervision over assigned support staff and volunteers.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned programs; implement policies and procedures.

Develop and implement a comprehensive volunteer program by compiling, evaluating and determining program needs and components.

Review approved requests for travel or outside training and makes all necessary reservations, arrangements, payments, or reimbursement claims.

Ensure compliance with City policy on travel and outside training as well as California Commission on Peace Officer Standards and Training regulations and reimbursement policies.

Update and manage departmental training records as needed.

Review activities and outputs of those assigned to false alarm reduction program.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for program and related activities; monitor and control expenditures.

Develop, implement and oversee a comprehensive public safety volunteer program including the receipt and review of applications, interview, selection, training and identification of assignments; plan, prioritize, supervise and review the work of volunteers.

Public Safety Program Coordinator

- 2 -

Track data, research, compile and prepare reports and documentation on program activities; analyze program and develop corrective action, maintain records of findings and corrective actions; prepare periodic status reports.

Participate, coordinate logistics, and support community wide and City hosted events; schedule volunteers.

Receive and review volunteer applications; interview candidates and request background checks; maintain personnel records; document and track volunteer hours.

Develop and implement volunteer training modules.

Act as a liaison, represent and coordinate functions on committees, outside organizations and at staff subcommittees; coordinate assigned activities with other Police and Fire Department divisions, other City departments, and outside agencies, as appropriate.

Make presentations to the City Council, City staff, community groups and outside agencies.

Research, identify and prepare grants; track and monitor grant expenditures and submit required reports.

Answer questions and provide information to the public regarding volunteer program activities.

Subject to being called back when off duty.

May work on weekend or be assigned irregular work hours during the day or evening.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of administrative and field practices related to law enforcement support activities.

Equipment, tools and materials used in assigned program.

Principles of budget monitoring.

Public Safety Program Coordinator

- 3 -

Pertinent local, State and Federal laws, ordinances and rules.

Basic methods and practices of training and supervision.

Modern office procedures, methods and computer use.

Ability to:

Organize, implement and direct assigned program activities.

Present information and training to community groups, volunteers, City staff, and outside agencies; prepare visual training aides and educational materials.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; walk on uneven surfaces and climb stairs while in the field; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Principles and practices of research and report writing.

Interpret and explain pertinent department policies and procedures.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Use a computer with proficiency and familiarity; use specialized databases.

Communicate clearly and concisely, both orally and in writing.

Recruit, select, supervise, train and evaluate volunteers.

Public Safety Program Coordinator

- 4 -

Experience and Training

Experience:

Two years of increasingly responsible support experience in a public safety environment that includes at least one year of substantial public contact.

AND

Training:

Equivalent to the completion of an Associate's degree in criminal justice, fire science, business, public administration, public relations, journalism, communications, education or a related field. A Bachelor's degree in any of the above fields is desirable.

License or Certificate:

Possession of a California driver's license upon date of appointment.

Must obtain valid CPR and First Aid certificates within one year of employment.

10-31-15 Public Safety Program Coordinator
08-25-12 Public Safety Volunteer Coordinator