

PART TIME COMMUNITY LIAISON OFFICER

DEFINITION

To participate in a wide variety of community events and programs which does not require peace officer status, supporting the city and police department by acting as a liaison for community functions, participating in neighborhood watch groups, expanding neighborhood watch and conducting crime prevention meetings with the public and businesses. Notwithstanding anything to the contrary in this job description or any other oral or written representation by the City, this part-time classification is not subject to the protections or procedures of the City's Personnel Rules.

DISTINGUISHING CHARACTERISTICS

This position is responsible for working with the public and incumbents must be capable of working independently and as a member of a team. When assigned to classes such as Parent project, incumbents must have knowledge of applicable teaching techniques exercising independent judgment and making sound decisions without immediate supervision and be capable of explaining those actions to others.

SUPERVISION RECEIVED AND EXERCISED

Under general supervision of the Youth, Education and Services Unit (Y.E.S. Unit), a Sergeant of Police provides general supervision. A Police Officer or other senior technical or staff personnel may provide functional supervision.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Attend community events
- Become a Parent Project Facilitator
- Attend and expand Neighborhood Watch Program
- Educate community on use of Command Central
- Provide safety tips and general Police Department information to community
- Social media monitoring/updates/alerting
- Promote upcoming events
- Distribute brochures and other informational materials related to community events and Y.E.S. Unit programs.
- Operate a computer terminal and printer, type, enter, modify and retrieve a wide variety of police reports and records, memoranda, letters, and other material.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- English usage, spelling, grammar and punctuation; basic principles of writing.
- Effective public speaking and contact methods.

Ability to:

- Produce accurate hand drawn and computerized documents.
- Assist in coordinating community events and programs among the city departments and interdepartmental divisions.
- Handle more than one situation at a time, make decisions and act promptly without immediate supervision.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative relationships with community groups

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Work experience in a law enforcement agency, city or community group with duties in the community having tasks associated with exposure to the public.

Education:

High school graduate, Associates of Arts degree or equivalent from an accredited college or university or a combination of experience and certified technical training.

License or Certificate:

Possession of a California Driver's License.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: up to 3 hours of sitting, bending, crouching, stooping, kneeling, climbing, balancing, twisting, turning, firm grasping, reaching forward or overhead, pinching, hand-eye coordination, driving, vision accuracy (far), depth perception, face-to-face talking, verbal contact; up to 3 hours of lifting and carrying less than 50 lbs., pushing/pulling less than 10 lbs.; 3 to 6 hours of standing, walking, finger dexterity, light grasping, field of vision, accommodation; 3 to 8 hours of vision accuracy (near), and color vision; up to 6 hours of talking on the telephone.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: abstract variables; interpreting, taking, comprehending and following instructions; detailed, uninvolved instructions; one or two-step instructions; simple to complex-reading and writing skills; simple math skills; spatial; clerical; forming, analyzing, computing, compiling, instructing, diverting, speaking-signaling, serving, helping; precision work; operating; driving; handling; perform simple, repetitive tasks to varied, complex tasks; generalizing; evaluating; responsibility for direction; maintain work space.

WORK ENVIRONMENT:

Work is performed indoors and outdoors; extreme hot and cold; moving supplies; using a computer and other office equipment; working along, around or with others