

**CITY OF SALINAS**

**COMMUNITY SAFETY ASSISTANT**

**BARGAINING UNIT/CLASS CODE:  
CONF. MISC. / E02**

**DEFINITION**

To perform a variety of highly responsible and complex administrative, secretarial, support, and office management duties in the offices of the Community Safety Division. Provide administrative and technical assistance in the development and implementation of Community Safety activities, especially those funded through federal and state grants. Community Safety Division activities include the leadership of the Community Alliance for Safety and Peace and maintenance of the cities membership in the National Forum on Youth Violence Prevention and the California Cities Violence Prevention Network.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Community Safety Administrator and as may be required from the Assistant City Manager. May exercise general supervision of clerical and volunteer support staff.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Perform a wide variety of complex and responsible office management duties. Interpret City policies, rules and regulations in response to inquiries; refer inquiries as appropriate. Complete a variety of documents from rough draft, and operate a variety of office equipment. Represent the Community Safety Division in its mission, values, and standards for effective organization. Independently respond to letters and general correspondence of a routine nature. Make travel arrangements, maintain appointment schedules and calendars using Microsoft Outlook, and arrange meetings and conferences. Compile data and prepare reports and special documents for grant administration and as assigned. Prepare and assemble reports and distribute to staff, the press, and interested members of the public. Provide general administrative support to budget, purchasing, personnel and support staff development activities. Handle administrative details and coordination of special studies and projects. Assist in the preparation of grant applications and the maintenance of grant awards. Using the Federal Grants Management System (GMS) to assist in maintaining Federal grant awards. Initiate, supervise, and maintain a variety of files and records, including confidential materials. Represent the City at public and private meetings as assigned by the Community Safety Administrator. Take meeting minutes. Coordinate with outside agencies as needed in preparation of meetings, visits or special events as scheduled. Work closely with local, State and Federal partners in creating effective relationships that support and maintain the implementation of the Comprehensive Strategy for Community-wide Violence Reduction. Troubleshoot telephone and computer problems. Demonstrate excellent customer service skills to internal and external customers. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS  
COMMUNITY SAFETY ASSISTANT (continued)**

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasional attendance at off-site meetings requiring ability to drive for short periods of time, and effectively communicate with public and private members of the community.

**QUALIFICATIONS**

**Knowledge of:**

Principles of executive office management organization and employee development. English usage, grammar, spelling, and punctuation. Modern office methods, procedures, and equipment. Business letter writing and proficient note-taking skills. Intermediate to advanced Microsoft Word, Outlook and Publisher. Organization, procedures, and operating details of a municipal government. Recordkeeping, principles and procedures. City phone system.

**Ability to:**

Understand organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities. Promote the mission, values and standards of an effective organization. Communicate clearly and concisely, both orally and in writing. Work cooperatively with other departments, City officials, and outside agencies. Interpret and apply administrative and departmental policies, laws, and rules. Compose reports and correspondence independently. Compile and use modern office equipment. Compile and maintain complex and extensive records and files. Maintain confidential data and information. Work independently in the absence of supervision. Analyze situations carefully and adopt effective courses of action. Understand and carry out oral and written directions. Establish and maintain effective working relationships with City staff, elected officials and a diverse general public.

**Skills to:**

Type at a speed of 60 words per minute.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to completion of thirty (30) college related units from an accredited college or university and two (2) years of paraprofessional experience in a public organization OR sixty (60) college related units from an accredited college or university and three (3) years of responsible clerical support in a public organization.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Senior Human Resources Analyst

Approval Date \_\_\_\_\_

**ORIG: 06-14**