CITY OF SALINAS

COMMUNITY SAFETY PROGRAM COORDINATOR

BARGAINING UNIT/CLASS CODE: SMEA/C09

DEFINITION

Under general direction of the Community Safety Administrator, the Community Safety Program Coordinator plans, coordinates and directs various community programs and activities on behalf of the Community Safety Division.

DISTINGUISHING CHARACTERISTICS

This is a single position classification. It is characterized by the responsibility to work with educators, community based organizations, federal, state and local public safety agencies and residents to bring safety and peace to the community.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Safety Administrator. May exercise general supervision of clerical and volunteer staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION

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

Coordinate and facilitate various activities, programs and committees in support of the success of the City’s Community Safety Program. Serve as an alternate point of contact when Community Safety Administrator is not available. Promote the goals of the Community Safety Program to include prevention and reduction of gang and youth violence in the community and perform a wide variety of complex projects in support of these programs. Attend working summits, meetings and conferences locally, state-wide and nationally; May serve as City representative in local, state and federal matters relating to community safety programs. May assist in preparing analytical and technical reports; ensure timely collection of data from partners necessary for evaluation of the project by local and state evaluators and submit project reports. Develop and maintain ongoing partnerships with educators, community based organizations, federal, state and local public safety agencies and residents. Maintain positive communication with various agencies, staff and the public. Communicate in Spanish to better serve the community and to accomplish the goals of the Community Safety Division. Maintain case management confidentiality. Develop effective information and resource sharing between the public, private and non-profit sectors and key constituencies. Develop public awareness documents and publicity materials. Maintain division website and social media sites. Plan, prepare and schedule trainings to community, civic groups, businesses, schools and others. May supervise clerical and volunteer staff; may assign and oversee the work of clerical and volunteer staff. May assist in the evaluating of assigned employees and volunteers. Promote and maintain safety in the work place. Perform other 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, computers, 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 30 lbs.; physical stamina sufficient to sit, stand or walk 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.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing in front of an audience 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. Occasionally, work conditions involve directing activities of volunteers in an outdoor environment, in all weather conditions. Occasionally, work evenings and weekends. Travel to meetings and conferences using a vehicle and/or airline transportation.
QUALIFICATIONS

Knowledge of:

Principles and practices of public administration and community-based programs. Procedures for implementing a variety of community activities and programs. Program content for community trainings and meetings addressing current concerns. Violence issues facing the community of Salinas and Monterey County. Data collection, analysis and interpretation. Oral and written presentation skills; report preparation and analysis to diverse groups to include Spanish speaking community. Basic budget management of program funds. Risk factors leading to gang involvement, local gang activities and gang research, community dynamics and history, and prevention/intervention/suppression strategies. Facilitating meetings, conflict resolution, and consensus-building skills to serve as an intermediary between agencies, resolve differences of opinion during meetings, and effectively address sensitive and potentially inflammatory topics. Effective written and oral communications techniques used in working with individuals from a diverse ethnic and socio-economic background. Principles and techniques for influencing community members. Principles and practices of planning and promoting programs. Operation of personal computers with proficiency using Outlook, Microsoft Word and Excel programs. Social media websites.

Ability to:

Coordinate, organize and implement community and committee meetings, academies and specialized events. Assist in planning, utilizing and evaluating problem-solving strategies in response to community needs and the goals of the Community Safety program. Develop and maintain positive working relationship with community members, co-workers and outside organizations to include law enforcement, education, social services, justice systems and outreach. Organize and provide leadership and direction in a diverse community. Elicit community and organizational support for programs. Supervise, train and evaluate clerical staff and volunteers. Assist in the preparation, administration and monitoring of budgets. Analyze complex problems, evaluate solutions, recommend an effective course of action and resolve conflicts. Communicate clearly orally and in writing and address community based organizations and various public groups from a variety of educational and cultural backgrounds. Deliver presentations in Spanish. Assist in developing and implementing projects and the skills to coordinate activities. Engage, and motivate participants and staff from a variety of agencies and racial/cultural/economic backgrounds. Maintain social media websites. Help develop new leaders in the community.

License or Certificate:

Possession of a valid California (Class C) Driver’s License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required would be any combination equivalent to graduation from an accredited four-year college with a degree in Public Administration, Business Administration, Administration of Justice or a closely related field; and two (2) years increasingly responsible experience involving program coordination and/or management in one of the following areas: community relations, law enforcement, public health, human services, recreation, or community welfare, preferably in a municipal agency OR sixty (60) college related units from an accredited college or university and three (3) years increasingly responsible experience involving program coordination and/or management in one of the following areas: community relations, law enforcement, public health, human services, recreation, or community welfare, preferably in a municipal agency. Bilingual in Spanish and English strongly desired.

Reviewed __________________ Approved __________________
Department DirectorHuman Resources Officer

Approval Date __________________
August 14, 2015

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