



## **Title:** Police Community Services Supervisor

**FLSA STATUS:** Exempt from overtime under the Fair Labor Standards Act.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives direction from the Management Services Deputy Director in the Police Department.

Exercises direct supervision over the Public Education Specialist, Animal Control Unit and the Volunteer Coordinator.

### **MINIMUM QUALIFICATIONS**

- **Education and Experience:**
  - Bachelor's degree in any field, or equivalent combination of education, training and experience, which provides the requisite knowledge, skills, and abilities for the job.
  - Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Valid Driver's License. Within one year of hire, obtain an approved crime prevention certification.

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.

### **JOB SUMMARY**

The purpose of this position is to develop, plan organize and implement a wide variety of police department related community relations and education services. This is accomplished by processing requests, supervising volunteer operations and animal control programs, training staff, coordinating budget needs, managing expenditures, researching issues, conducting community meetings and events.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Supervises staff and volunteers by planning and prioritizing tasks and activities, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and completes performance evaluations of assigned employees.
2	Responsible for developing, coordinating, and implementing a variety of crime prevention, safety, and community relations programs.
3	Acts as liaison between the Police Department and the community on crime-related issues and serves as an information resource to citizens and the general public.
4	General Administration Duties: assists with developing and monitoring budgets for neighborhood projects and programs; researches, prepares, and presents oral and written presentations; conducts research; updates documents.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"					
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Office	X	Outdoors	Xrrobr o	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards, noise, and vibration.		Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, printers, scanner, copy / fax machine, and related software, telephone, radio, and vehicle

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.