

City of Clarkston

POSITION DESCRIPTION

POSITION TITLE:	Community Relations Specialist (Sergeant)	EXEMPTION STATUS:	Exempt
JOB FAMILY:	Public Safety	JOB LEVEL:	21
GENERAL POSITION SUMMARY:	This position is responsible for protecting life and property through the enforcement of federal, state and all city ordinances for which the Clarkston Police Department is accountable	<u>POSITION RELATIONSHIPS</u> SUPERVISES:	N/A
COST CENTER #:	Police	SUPERVISED BY:	Assistant Police Chief

GENERAL DUTIES AND RESPONSIBILITIES:

- To support the vision, mission and guiding principles of the City of Clarkston.
- While performing any procedure, all employees and contract personnel must observe applicable Safety, Health, and Environmental rules and guidelines. The use of appropriate personal protective equipment is required.
- Attend and participate in training opportunities and seminars relevant to this position.
- Adhere to appropriate company operating procedures, benefit rules, employment, and safety policies/practices.

JOB SCOPE: This position is responsible for project planning, initiation and implementation, public outreach and communication and data collection and reporting. Additionally, this position will develop and coordinate a broad array of community outreach programs and activities designed to foster positive interactions between the general public and the Clarkston Police Department.

MAJOR DUTIES:

- Serves as the Clarkston Police Department's accreditation and state certification manager; drafts and modifies policies and procedures; maintains accreditation files; drafts new written directives or assigns writing projects to others; reviews a wide variety of complex and technical issues related to law enforcement standards and to the accreditation/certification process; ensures archival policies are properly maintained; attends accreditation and certification meetings.
- Serves as the Public Information Officer for the Clarkston Police Department
- Video custodian; provide video for open records.
- Crime analysis; researching crime trends in Clarkston.
- Evaluate effectiveness of community outreach activities using metrics such as reach, outcomes, or participant satisfaction.
- Provide biweekly reports of contact information for stakeholder organizations, community outreach programs and events attended, and results of effectiveness evaluations.
- Serve as a crime prevention educator for all sectors of the City of Clarkston community.
- Serve as a Neighborhood Watch liaison and assists neighborhoods with activating or reactivating Neighborhood Watch programs.
- Provide statistics to citizens upon request.
- Conduct police department tours upon request.

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- Conduct Child Identification (fingerprint programs) for school aged children in the city of Clarkston.

Knowledge Required by the Position:

- Knowledge of modern office practices, methods, equipment, and standard clerical procedures.
- Knowledge of general social services practices.
- Knowledge and application of computer hardware and software operations as they pertain to social sciences, courts and public safety functions including Microsoft Office Suite.
- Skill in the operation of modern office equipment and computer software.
- Skill in communicating information clearly and concisely.
- Ability to handle confidential matters with discretion.
- Ability to gather, organize and analyze data from multiple sources; ability to prepare clear and concise reports and maintain important records.
- Ability to work effectively under deadlines, with multiple tasks and with individuals representing all levels of the organization.
- Ability to understand and follow oral and written instructions.
- Ability to produce verbal and written communications clearly and effectively.
- Ability to maintain sustained attention to detail and to work under the pressure of rigid deadlines.
- Ability to establish and maintain effective working relationships with City Manager, City employees, City officials and the general public.

Supervisory Controls: Work is performed under the general supervision of the Assistant Chief and reviewed through the inspection of records and the evaluation of the efficiency and effectiveness of programs.

Complexity: Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of guidelines, policies, standards, and precedents. Work consists of using Scanning, Analysis, Response and Assessment (SARA) Model to develop “problem solving plan.”

Scope and Effect: This position is responsible for the effective implementation of community outreach programs, and liaison activities between the City of Clarkston Police Department and the Clarkston community.

Personal Contacts: Contacts are typically with coworkers, other city employees, and the general public.

Purpose of Contacts: Contacts are typically to give and exchange information and provide services.

Physical Demands: The work is typically performed with the employee sitting at a desk or standing. The employee uses tools or equipment requiring dexterity.

Work Environment: The work is typically performed in the community and in an office.

Supervisory and Management Responsibility: None

Minimum Qualifications:

Associate's degree with course work in political science, criminology, criminal justice or related field required; Bachelor's preferred; or a combination of years of service, training, and education; Georgia P.O.S.T. Certified; a minimum of three (3) years' experience as a Certified Peace Officer.; valid State of Georgia Driver's License; equivalent combination of education and experience.

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EQUAL OPPORTUNITY EMPLOYER:

The City of Clarkston is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.

IMPORTANT: By submitting your resume online, you hereby authorize the City of Clarkston to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Clarkston and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.

The Community Relations Specialist starting pay will be commensurate with the chosen candidate's qualifications and experience. The City of Clarkston also offers an attractive benefits package, including health benefits, retirement plans, and paid leave. Interested candidates should submit a resume, cover letter, and professional references, via this online portal:

<https://www.cognitoforms.com/CityOfClarkstonGA/EmploymentApplication>

This position is open until filled.

No unsolicited letters, emails, telephone calls, or in-person submission will be considered in fairness to other potential candidates for this position.

The City of Clarkston is an Equal Opportunity Employer and a Drug Free Workplace.