

## **PUBLIC SAFETY SPECIALIST**

### **Job Summary:**

Under general supervision, works with other City staff and/or the Sheriff's Department in resolving issues of concern to park personnel and the community; provides supervision and staff support concerning public safety grants and acts as a liaison with schools for the Gang Alternative Program (GAP) and other similar programs; staffs the Public Safety Services Center.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Assists law enforcement officials involved in the mediation of gangs and criminal activities.
2. Assists in establishing and maintaining crime prevention programs, such as park watch, business watch, community watch, and graffiti education outreach.
3. Works with the graffiti abatement crime analyst to identify high risk areas and to provide education and outreach to impacted areas.
4. Conducts meetings with city personnel as well as with other agencies and the public.
5. Provides intervention and diversion to youth through educational outreach.
6. Maintains records, complies reports, and makes recommendations on effectiveness of programs.
7. Provides information to and consults with the public.
8. Develops partnerships with city public safety personnel, community leaders, educational administrators, law enforcement, and the court system.
9. Researches and evaluates crime prevention and youth programs and makes recommendations to management.
10. Coordinates and/or conducts classes for the Street Smart/Gap Program; transports curriculum materials, books, and supplies to classroom locations throughout the city.
11. May research and prepare grant proposals.
12. Drafts and prepares official correspondence.
13. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

### **Education and Experience:**

Graduation from a recognized college or university with a Baccalaureate degree in an occupationally related field and one (1) year full-time paid experience in a staff capacity in grants administration, GAP training or Crime Prevention Education Programs. Equivalent experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis for a maximum of two years.

### **Knowledge of:**

- Computers and related software applications.
- Research and analytical methods.
- Methods of report presentation.
- Basic teaching and public speaking principles.
- Basic personnel principles.
- Office Management practices.
- Department, division, and sheriff policy and procedures, including safe working environments.

- Grants application, preparation and compliance.

**Skill and Ability to:**

- Supervise the work of others, including youth and volunteers.
- Compile, analyze, and evaluate data; operate personal computer.
- Communicate effectively orally and in writing.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Legally operate a motor vehicle in the State of California.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach, and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Requires the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work in inclement weather without effective protection from sun, cold, and rain.
- May be required to work around loud noise.
- May be required to use personal vehicle in the course of employment.
- May be required to work evenings or weekends.