

POLICE EVENTS COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Police Events Coordinator is a civilian classification which is responsible for the coordination of special events and annual projects for the Police Department (i.e., Take Your Child to Work Day, Special Olympics Law Enforcement Torch Run, Cops and Robbers Golf Tournament and Auction, W. Steven Martin Police Toy Drive, Red Ribbon Week, Halloween Safety program, Family Appreciation Day, retirement ceremonies, Annual Awards Banquet, and honors and awards banquets/luncheons). Responsibilities include: coordinating the Police Department Special Thanks And Recognition (STAR) program which involves serving as a representative for Responsibility Center (RC) 571, training the other Police STAR representatives, tracking and monitoring expenditures, preparing reports, and promotion/advertising for the program; planning, organizing, scheduling, coordinating, and implementing special events and annual projects; coordinating volunteers and temporary staff; securing, scheduling, and preparing event facilities and speakers; preparing promotional materials (i.e., flyers and registrations) for distribution regarding events/projects; preparing event or project evaluations and other related reports, proposals, press releases, letters, and policies; creating and maintaining databases for tracking purposes; ordering various departmental plaques; attending board, task force, or committee meetings; and participating in local, state, and national organizations relating to the assigned event or project. This class performs related duties as required.

Distinguishing Features: A Police Events Coordinator may be required to work evenings, weekends, and holidays to accommodate special events or annual project activities. Supervision is received from a Police Sergeant who reviews work through meetings, conferences, reports, and results achieved. This class is FSLA nonexempt.

QUALIFICATIONS

Minimum Qualification(s) Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Good (1 - 3 years) experience in a progressively responsible public relations and/or public contact work. Experience and/or training in public speaking.

Special Requirement(s) Because of the confidential, sensitive nature of the information handled, successful completion of a background investigation and polygraph is required. Must have or be able to obtain a valid Arizona Driver's License by hire date.

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in City policy and procedures.

Preferred/Desirable Qualification(s). Public contact experience in a law enforcement/public safety environment is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with City employees, vendors, clients, talent representatives, and the

general public in order to organize, promote, and implement a variety of special events and annual projects. Coordinates and trains volunteers in the policies, procedures, and methods used for implementing events and projects. Prepares event and project evaluations, work orders, operating procedures and policies, training manuals, activity status reports, schedules, calendars, brochures, and visual aids. Develops and prepares promotional materials in order to market, evaluate, and maintain data on special events and annual projects.

Manual/Physical: Operates a variety of standard office equipment such as a personal computer (PC), copy machine, etc. Enters data or information into a PC to track or book events. Maintains statistics, activity reports, and any other necessary records to justify and support events and projects. Conducts meetings and conferences with volunteers and staff to coordinate various events and projects. Prepares information to promote events. Maintains facilities, equipment, and materials in a safe condition. Operates a motor vehicle requiring a valid Arizona Driver's License to deliver equipment, and monitor event and project sites. Schedules volunteers and temporary staff for special events and projects. Performs physical inventories of supplies and equipment. Moves boxes of brochures, flyers, and other equipment from one place to another using machinery and/or physical labor.

Mental: Plans, directs, and evaluates special events and annual projects. Prioritizes and assigns work to volunteers and prioritizes own work. Resolves procedural, operational, and other related problems (i.e., scheduling conflicts, resource acquisitions, and facility conflicts). Coordinates work activities and event functions with City departments and other agencies (i.e., non-profit agencies, and schools). Evaluates special events or annual project participation requests from charities to ensure compliance with Police Department policies and procedures. Performs mathematical calculations and cost analysis. Estimates volunteer labor needed for events or projects. Learns job-related material through seminars and conferences.

Knowledge/Abilities:

Knowledge of:

the philosophy and objectives of the Police Department;
methods involved in organizing and coordinating special events and annual projects;
development of project objectives and goals; and
equipment and techniques necessary to successfully conduct an event or project.

Ability to:

determine themes, activities, and staffing levels for special events and annual projects;
order supplies and reserve/rent needed equipment;
plan and coordinate aspects of special events;
serve as a liaison between the Police Department, clients, vendors, and the general public;
coordinate with other City departments such as the Transportation Administration to implement events and projects;
coordinate and train volunteers for events and projects; and
establish and maintain effective working relationships with management, volunteers, City employees, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised to Update Increments 8/15

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CS3853.DOC

EEO-Para

NDOT Safety-No

NDOT Random-No

DOT Safety-No

RESP-No

JOB FCTN-GEN

INCREMENTS 62-200

PAY GRADE: 41

Security-Yes

CDL-No

IND-8810

SWORN-No