

YOUTH SERVICES COORDINATOR

JOB DESCRIPTION

Classification Responsibilities: A Youth Services Coordinator is responsible for performing work related to youth prevention and intervention in support of the Gang Unit in the Special Investigations Division of the Police Department. Specific duties include: fiscal and programmatic administering of several programs including the Positive Alternatives for Youth Summer Program (PAY), the Positive Alternatives to Gangs (PAG), and the Mayfield Alternative Youth Program; participating on a variety of boards and commissions; serving as a liaison between the Police Department and the public, schools, and other agencies regarding youth prevention and intervention; giving presentations on gang awareness and other related topics pertaining to at risk youth; solving gang related juvenile problems; overseeing volunteers assigned the unit; and supervising a paraprofessional classification. This class performs related duties as required.

Distinguishing Features: A Youth Services Coordinator is a civilian classification that performs work of a quasi-police nature. Work requires considerable independence, initiative, and judgment. Supervision is received from a sworn Lieutenant in the Special Investigations Division who reviews work through reports, meetings, and results achieved. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from high school or GED. Considerable (3 - 5 years) public contact experience in a law enforcement/public safety environment; OR extensive (5+ years) progressively responsible public contact work involving adverse situations and the explanation/interpretation of policies and procedures.

Special Requirements. Must possess a valid Arizona Driver's License by hire date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

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 Qualifications. Coursework related to youth intervention and prevention and supervisory experience are preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, contractors, public officials, schools, and personnel from other agencies. Instructs and trains

subordinates, volunteers, personnel from other agencies, and the general public regarding gang awareness and youth intervention and prevention. Prepares written documents with clearly organized thoughts and using proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures and federal/state/county regulations and laws. Monitors and evaluates subject matter given by volunteer presenters to determine compliance with federal/state/departmental guidelines. Operates a motor vehicle requiring a standard Arizona Driver's License to give presentations and conduct interviews with parents or juveniles. Operates a variety of standard office equipment. Prepares statistics and schedules.

Mental: Plans, organizes, and directs the activities of gang intervention, prevention, and identification presentations. Supervises and evaluates the work of subordinate personnel including a Youth Intervention Specialist, volunteers, and contracted employees. Prioritizes and assigns work to personnel and prioritizes own work. Coordinates work activities and program functions with other cities and agencies. Develops policies, procedures, and short and long-term objectives related to the Intervention and Prevention Unit. Conducts research and analyzes data relative to information required by associated grants. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training and in a classroom setting.

Knowledge and Abilities:

Knowledge of:

Police Department objectives, procedures, and terminology;
the English language and basic writing techniques; and
security and privacy requirements of police information.

Ability to:

acquire a working knowledge of police writing requirements, and security and privacy requirements of police information;
analyze situations quickly and objectively;
obtain information through interview and observation;
express ideas clearly and concisely, orally, and in writing;
deal effectively with the public, often in stressful situations; and
establish and maintain effective working relationships with coworkers, supervisory personnel, the public, and other agencies.

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.

Youth Services Coordinator
Page 3

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PAY GRADE: 45

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