

CRIME FREE PROGRAM SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: A Crime Free Program Supervisor is responsible for the administration and coordination of the Crime Free Programs including: Crime Free Mini-Storage, Crime Free Mobile Housing, Crime Free Hotel/Motel, Crime Free Condominium, and Crime Free Multi-Housing. A major function of this class is conducting various 8-hour Crime Free Program certification workshops for Mesa property managers, completing Crime Prevention Through Environmental Design (CPTED) security assessments of the property, and conducting resident crime prevention education sessions. A Crime Free Program Supervisor interfaces with the media regarding the various programs. An incumbent in this classification serves as an information resource to citizens and the general public. Additional duties performed include: budgeting; writing program policies and training manuals; designing, writing, and producing brochures, visual aids, and other program documents; providing instruction and training to law enforcement agencies, owners and landlords, and other organizations; preparing and delivering oral presentations in front of public groups; coordinating, implementing, and evaluating curriculums and other programs; preparing pamphlets, news releases, and bulletins; preparing newsletters; maintaining statistics and preparing reports; and teaching at the police and citizen's academy. Work also includes supervision of the Crime Free Multi-Housing Coordinator and various volunteers. This class performs related duties as required.

Distinguishing Features: The Crime Free Program Supervisor is a civilian classification assigned to the Criminal Investigations Division of the Police Department. An employee in this class may provide support to the Mayor and City Council for coordinating public meetings and special events and implement public information strategies to project a positive image of the Police Department and the City. A Crime Free Program Supervisor often represents the Police Department on a board, task force, or committee. An incumbent will become certified in Crime Prevention Through Environmental Design (CPTED). Considerable knowledge of the Police Department and its objectives is essential in identifying and responding to current public safety and City policy issues. The nature of the work involves interpretation and explanation of departmental rules, City Ordinances, fire codes, zoning laws, Arizona Revised Statutes, Criminal Codes, landlord and tenant laws, and civil law. This class is allowed independence of action with work reviewed by a Police Lieutenant through periodic conferences, review of final product, public feedback, and results achieved. This class is FLSA exempt-administrative.

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. A Bachelor's Degree from an accredited college or university in Public Relations, Communications, or related field. Considerable (3 - 5 years) progressively responsible experience in managing crime prevention programs. Experience and/or training in public speaking.

Special Requirements. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required.

Arizona Peace Officer Standards and Training Board (AZPOST) Instructor Certification must be achieved one year after hire. Must possess 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 Qualifications. Some supervisory experience is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with subordinates, the general public, reporters, personnel from other law enforcement agencies, community, public officials, management, other City employees, business owners, landlords, tenants, contractors, and vendors in order to coordinate the Crime Free Programs. Gives presentations to various groups. Instructs and trains others in a classroom setting on various topics including landlord tenant laws, property management principles, and crime prevention issues/functions. Prepares written documents including: budget materials, memos, performance evaluations, program policies, training curriculum, flyers, bulletins/manuals, news releases, reports, pamphlets, brochures, proposals, operating procedures, and newsletters with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, other standards/guidelines, and landlord tenant laws. Operates a motor vehicle requiring a standard Arizona Driver's License to travel to various locations to give presentations, conduct CPTED assessments, or attend meetings. Conducts home and business security checks. Operates a variety of standard office equipment including: a typewriter, calculator, facsimile machine, binding machine, copier, personal computer, and message machine. Operates various audio-visual equipment, such as projectors, tape recorders, slide projectors, screens, and remote controlled props. Enters data or information into a personal computer or other keyboard device. Prepares and updates schedules, graphs, and charts for presentations and budget preparation. Prepares and boxes bundles of forms, mail, pamphlets, and newsletters for distribution and mailing. Moves classroom equipment and material using a handcart/dolly. Carries objects such as projectors and screens for distances up to 100 feet. Sets up and/or removes folding tables and chairs for classroom settings and various events. Stands for periods of time to make presentations. May work in a variety of weather conditions while performing CPTED assessments.

Mental: Plans, organizes, and directs the activities of the Crime Free Programs. Supervises and evaluates the work of volunteers and the Crime Free Multi-Housing Coordinator. Prioritizes and assigns work to subordinate personnel. Prioritizes own work. Identifies and resolves procedural, operational, budgetary, and other work-related problems by conducting assessments, holding meetings, sharing information, and making recommendations. Coordinates work activities, program functions, and special events with other City departments, cities, and agencies. Develops policies and procedures, plans, and short- and long-term objectives for the various programs. Conducts research and analyzes data including recognizing crime patterns through reviewing police reports and crime statistics to provide information to the public or evaluate the effectiveness of a program. Plans and executes media conferences including logistics, media notification, and speech preparation. Performs mathematical and statistical computations for monthly statistical reports and cost analyses for program materials. Comprehends and makes inferences from

written material including statutes, ordinances, police reports, articles, and police operating procedures. Understands and interprets blueprints, schematic drawings, layouts, and other visual aides to check CPTED feasibility studies and makes recommendations regarding CPTED principles.

Knowledge/Skills/Abilities:

Knowledge of:

the general theories and complex principles and practices of public relations, public information, and basic communication techniques;
crime prevention programs;
landlord tenant laws and property management principles;
procedures for conducting a CPTED assessment;
instructional theory and principles;
community oriented policing;
research techniques, methods, and procedures;
current usage of the English language and various journalistic styles;
techniques of publication preparation, design of brochures, displays, and visual aids;
the principles, techniques and methods used in preparing news releases and publications; and
the principles of supervision.

Skill in:

effectively communicating with the general public in adverse situations;
giving oral presentations;
organizing a program or major event; and
producing graphic designs, brochures, and other materials for training programs or public presentations.

Ability to:

supervise and evaluate the work of subordinate personnel;
schedule, prioritize, and assign work;
provide expertise/consultation on joint projects outside the City of Mesa jurisdiction with other municipalities, national organizations, and associations;
interact tactfully and courteously with the public, and cope with emotionally tense situations;
identify and respond to public and City Council issues and concerns;
gain certification as an AZPOST instructor;
operate computerized informational databases for tracking programs and related information;
keep accurate records and prepare reports;
handle negative comments and feedback from the public effectively; and
establish and maintain effective working relationships with coworkers, subordinates, supervisors, volunteers, personnel from other departments or agencies, public officials, 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.

MR/co/js
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JOB FCTN-ADM
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SWORN-No