

## **POLICE COMMUNITY PARTNERSHIP ADMINISTRATOR**

### **JOB DESCRIPTION**

**Classification Responsibilities:** A Police Community Partnership Administrator is responsible for the overall management, planning, coordinating, supervising, and reviewing the activities of all personnel assigned to the Community Engagement Division within the Police Department. This class is responsible for oversight of the development, coordination, and implementation of a broad range of internal, and external program activities related to the Police Department's community relations initiative. In addition, this class manages and provides oversight to Police Department programs such as Making Every Student Accountable (M.E.S.A.), School Resource Officer program, and the Police Explorer Post. Specific responsibilities include: providing leadership, guidance, and coordination of meetings for the Police Chief's Community Forums and District Community Policing Advisory Boards; acting as a liaison between the Police Department and the community on diversity-related issues that impact police-community relations; creating and maintaining partnerships with diverse segments of the local community; helping to integrate the community partnership initiative into the Police Department's existing organizational policies and structures; working with public information and staff to integrate community partnerships and diversity into the Police Department's public image and marketing strategies; identifying community and organizational issues, providing recommendations to the Police Chief and staff, and working to develop and implement successful solutions; partnering with the Police Department's Diversity Team; and attending Council meetings and study sessions to discuss current initiatives. The incumbent manages various Police Department programs and staff associated with: Making Every Student Accountable (M.E.S.A.) program for at-risk teens; acting as Executive Director for Police Explorer Post for youth volunteers; and oversight of the School Resource Officer Program within Mesa and Gilbert Public Schools. Other duties include: supervision of sworn and civilian para-professional-level staff; educating internally within the Police Department; obtaining funding; writing and obtaining grants; budgeting; auditing various programs; making public presentations; and interaction with elected officials, City management, other City employees, government authorities, representatives of citizen and community organizations, school districts, corporations, and service provider agencies. The incumbent represents the Police Department at community and diversity-related events as well as serves on community-related committees and task forces. This class performs related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The incumbent receives assignments that are broad in scope, requiring considerable use of independent judgment, initiative, and tact due to the sensitive nature of the assignments which includes working closely with the public, elected officials, Police Department management staff, the public school system, citizen groups and organizations, etc. The incumbent must be sensitive to the interests/needs of both the Community and the Police Department at all times and work with both to foster ongoing positive relationships. This class must be available nights, weekends, and after hours to attend meetings, make presentations, teach classes, etc. The classification is supervised by an Assistant Police Chief who reviews work through conferences, reports, and overall results achieved. This class is FLSA exempt-executive.

## 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 an accredited college or university with a Bachelor's Degree in Business Management, Public Administration, Sociology, Communications, or a related field. Extensive (5+ years) professional-level experience in community outreach, community relations, public relations, or human resources; and at least three years experience in a supervisory capacity.

**Special Requirements.** Must possess a valid Class D Arizona Driver's License by hire or promotion date. Because of the confidential, sensitive nature of information handled, successful completion of a background investigation 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.** Experience working in a law enforcement environment, and graduation from an accredited college or university with a Master's Degree in a related field is desirable. Bilingual in Spanish/English is desirable.

## ESSENTIAL FUNCTIONS

**Communication:** Communicates with the general public including citizens with diverse backgrounds and ethnicity, other City employees, vendors, management, contractors, public officials, citizen advisory boards, and staff and elected officials from other jurisdictions in order to complete job duties. Effectively communicates the relationship between community relations and the Police Department's goals and policies. Makes oral presentations at public hearings, City Council meetings, and in other settings. Conducts and/or participates in public, staff, and policy decision-making meetings as required. Prepares internal and external memos, reports on complex issues, agendas, minutes, and staff instructions to communicate effectively in performing job duties. Builds partnerships with others to achieve goals and coordinates with other employees to facilitate events. Coordinates meetings and prepares reports, promotional items, and other written documents. Provides information, gives instructions, and responds to questions from the general public and City employees in order to enhance public relations and employee morale. Prepares and reviews the following: budget recommendations for a division, departmental policies and procedures, administrative studies, and program proposals.

**Manual/Physical:** Operates a variety of standard office and training related equipment (example: personal computer [PC], fax machine, copier, audio-visual equipment). Operates a motor vehicle, requiring a standard Class D Arizona Driver's License to attend community focus groups and various meetings, conduct community outreach, and attend special events. Reviews written work products of office staff to ensure compliance with applicable City and Department policies and local ordinances, and state and federal laws. Inspects, monitors, and/or evaluates information, work-related conditions, reports/memos, and sites to determine compliance with prescribed operating, safety, or other standards, regulations, and guidelines related to Police Department and Community Engagement Division.

**Mental:** Plans, organizes, and directs the activities of the Community Engagement Division in the Police Department. Supervises and evaluates the work of staff performing a variety of administrative, professional, and field activities in support of division programs. Prioritizes and assigns work to subordinates and prioritizes own work. Coaches staff members in a team environment to work together effectively to meet division goals. Resolves procedural, operational, and work-related problems such as citizen complaints and requests for assistance; and personnel problems through facilitation, negotiation, communication, cooperative discussion, and research. Coordinates work activities and program functions such as program budgets, planning, and policy recommendations with other City departments, other cities, and other agencies. Develops divisional and other short- and long-term objectives, and strategic and operational plans. Conducts research and analyzes statistical, demographic, survey, and budget/financial data to make policy recommendations; and provide information to advisory boards, City management, and elected officials. Performs financial and/or cost and performance analysis of division program area. Prepares division budgets, monitors expenditures, and assists with review of budget documents. Comprehends and makes inferences from reports, correspondence, and informational materials in order to conduct business, provide information, and perform job duties. Comprehends and makes inferences from written material including: departmental policies and procedures, federal and state laws, City codes, City Personnel rules, police reports, and administrative studies in order to resolve problems, to formulate programs and plans to maintain departmental efficiency and responsiveness, and to make recommendations on various programs. Promotes training programs and materials that will effectively relay community relations and the community partnership message to participants. Quantifies and evaluates results of community partnership activities and initiatives. Develops a means of measuring internal and external accountability. Reviews the work product of others.

**Knowledge and Abilities:**

Knowledge of:

the principles and practices of public administration and management;  
modern management techniques, supervisory practices, team-building techniques, and performance management/evaluation methods;  
the principles and methods of budget preparation and monitoring;  
community outreach methodology and techniques;  
facilitation and mediation techniques;  
problem resolution methods and practices;  
municipal and community resources for assisting citizens/neighborhoods;  
research and planning techniques, methods, and procedures;  
principles, methods, and techniques used in diversity awareness and outreach;  
community/diversity networks and resources;  
effective report writing and oral presentation techniques;  
various group facilitation methods; and  
mediation techniques.

Ability to:

motivate, instruct, and coach staff members in a teamwork environment;  
listen and communicate effectively with a diverse group of people;  
identify community issues and develop strategies to address these issues;  
prepare and deliver effective oral presentations;  
facilitate and/or mediate meetings;  
meet deadlines, and handle multiple tasks simultaneously; and  
establish and maintain effective working relationships with City elected and appointed officials,  
department managers, citizens with varying social, economic, and cultural backgrounds, and other  
government officials.

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 do 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.

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MR/js

CS5402.DOCX

EEO-O/A

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 59

IND-9410

SWORN-No

Non-DOT Random-N

DOT-N)

INCREMENTS 67-200