

POLICE LIAISON

JOB DESCRIPTION

Classification Responsibilities: A Police Liaison is responsible for planning, supervising, and reviewing the activities of all personnel assigned to the specific assignment. Work involves participating in the preparation of the budget by recommending personnel and capital needs for a department; directing or personally investigating citizen complaints about personnel conduct and services; interacting with community organizations and representing the City of Mesa on various committees and boards; coordinating activities with other law enforcement agencies or city departments; and participating in various Citywide projects and/or programs. A Police Liaison recommends comprehensive goals and objectives and is responsible for their implementation and results achieved. Although largely administrative in nature, certain special assignments or emergency situations may require extreme physical exertion. During special or emergency situations, the position may be required to report directly to the Police Chief or their designee in a capacity as determined by the emergency situation. The position also conducts duties that require an AzPost (Peace Officer Standards and Training) certified Police Officer. This class is responsible for performing related duties as required.

Code Enforcement Supervisor, Development Services Department: A Police Liaison may be placed within the Development Services Department (DSD) to manage the activities of the Code Enforcement team. In this capacity the incumbent operates with a high level of autonomy including overseeing and monitoring Code Enforcement personnel, managing both Civil and Criminal citations, participating in DSD Management Team activities, coordinating inspections and enforcement of high hazard situation and/or unsafe structures in conjunction with the Building Official, the Fire Marshall (Fire Department), the City Prosecutor's Office, outside agencies and other departments as required. Coordination with the DSD Director is done primarily through verbal and written updates. The position is responsible for monitoring the activities of the Code Supervisor and all Code staff to ensure conformance with safety and process directives. Works with DSD management and other City departments to constantly evaluate and improve Code Enforcement processes and procedures. Conducts tasks that must be carried out by an AzPost certified officer including issuing citations and other actions as necessary. In this capacity the Police Liaison must maintain all requirements for AzPost certification including training firearms proficiency. The position is also responsible for responding to requests from elected officials and City management and representing the department director as requested.

Distinguishing Features: The administrative nature of the work requires considerable responsibility for making decisions regarding actions to be taken, independent judgment in the interpretation of policies and procedures, as well as application of laws and ordinances. A Police Liaison provides complex staff assistance to the Police Chief or Director. Supervision is received from the Police Chief or Director who reviews work through observation of results and evaluation of reports. The Police Liaison class can be distinguished by responsibility in terms of supervision, decision-making, and planning of the operations of the assignment. This classification has been designated as a non-classified, non-merit system, at-will position. 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. Graduation from an accredited college or university with a Bachelor's Degree. A minimum of two (2) years of high level administrative experience. Arizona Peace Officer Standards and Training certification.

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

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

Preferred/Desirable Qualifications. Experience representing City Management initiatives, establishing appropriate metrics and evaluation of assignments, experience working with citizens, stakeholders, potentially responsible parties to achieve compliance with applicable codes, laws and ordinances.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public and employees in order to answer inquiries and complaints, give directions, and explain actions of the department and its policies and procedures. 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; statistics and reports on departmental activities; recommendations regarding performance ratings and disciplinary actions; departmental policies and procedures; administrative studies; and program proposals.

Manual/Physical: Attends meetings and observes, inspects, or monitors the behavior of office or field personnel to determine and maintain compliance with departmental policies and procedures, and safety standards. Maintains the ability to perform all duties of a Police Officer. Operates a vehicle requiring a standard Arizona Driver's License to attend meetings. Operates a personal computer to retrieve or enter information and communicate via electronic mail.

Mental: Comprehends and makes inferences from written material including departmental policies and procedures, federal and state laws, City codes, City Personnel Rules, police reports, Notices of Violations and Citations, and administrative studies in order to: resolve complex operational and procedural problems; formulate programs and plans to maintain departmental efficiency and responsiveness; and make fair and consistent recommendations on performance ratings, disciplinary actions, and other personnel matters. Analyzes information, statistics, and reports on departmental activities in order to determine service needs, availability of resources, and if existing programs meet the needs of the public. Supervises and evaluates the work of subordinate personnel by reviewing results achieved and ensuring conformance to standards.

Knowledge and Abilities:

Knowledge of:

administration theories and practices; federal, state, and City criminal, civil and traffic laws, and related court decisions;

Mesa Police Department and assigned other department policies, procedures, operations, and general orders;

City of Mesa Management Policies and Personnel Rules; services available to the Police Department or assigned department from other agencies;

program budgeting practices and procedures; principles of supervision, training, and performance evaluation; and

human relations and communication techniques.

Ability to:

communicate with, and respond pleasantly to a demanding and diverse public in answering questions, explaining policies, and handling complaints; and

deal effectively with coworkers, City officials, and the general public in routine and emergency situations.

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.

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INCREMENTS 43-200

PAY GRADE: 57

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