

PUBLIC SAFETY HOMELESS SOLUTIONS LIAISON

JOB DESCRIPTION

Classification Responsibilities: A Public Safety Homeless Solutions Liaison is responsible for developing effective public safety strategies and responses to meet the needs of the community in addressing homelessness. This position will work in consultation with the Community Services Deputy Director, the Mesa Police Department, Mesa Fire and Medical, Courts, city Park Rangers, downtown ambassadors, security officers, etc. and act as the liaison for the Off the Streets (OTS) program. The Public Safety Homeless Solutions Liaison will be part of the Office of Homeless Solutions within the Community Services Department while maintaining strong ties to leadership within the Mesa Police and Fire and Medical Departments. Duties include: creating, planning and executing the public safety related components of the City of Mesa 'Addressing Homeless Strategic Plan'; creating and maintaining the encampment policy; supporting the Off the Streets program by training public safety officers on the public safety hotline, managing off-duty officer schedules for all shifts, coordinating with officers scheduled at shelter locations, and assisting Community Bridges and property management in addressing safety concerns; conducting and/or coordinating Off the Street night audits; acting in an on-call capacity of OTS staff for emergency or crisis management issues that may occur on evenings and weekends; supporting Mesa's Community Court by attending court on a regular basis and working with participants of the OTS program to ensure they have the resources they need for court-related proceedings; and supporting the Homeless Outreach Project strategy and events with nonprofit homeless outreach teams/OTS program, patrol and specialty teams. This position will also coordinate relationships with homeless/crisis service providers and may also work with regional partners to collaborate on solutions. The nature of this work will require evenings and weekend work. This position performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is supervised by the Community Services Deputy Director. This class is FLSA exempt - professional.

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 Social Work, Human Services, Sociology, Psychology, Public Administration, Business Administration, Education, or a related degree and considerable (3- 5 years) professional-level administrative/management experience including planning and evaluation.

Special Requirements. Must possess a valid Class D Arizona Driver's License by hire date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Experience in a law enforcement/public safety environment.

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, Mesa Police and Fire and Medical employees, nonprofit providers, management, public officials, and other government organizations. Evaluates social service needs in the community and plans and recommends programs to address homelessness. Coordinates program activities with other City departments and governmental agencies, social service providers, and private community agencies. Develops and maintains effective inter-agency working relationships and consults with governmental officials at the municipal, county, state, and federal levels and executives of business, private and non-profit agencies, and community leaders. Facilitates community meetings and provides training for nonprofit agencies and officers on the OTS program/hotline. Prepares and produces written documents and correspondence requiring independent judgment in handling problems of format, procedure, and context, including: reports and resolutions to management and City Council, statistical and descriptive reports, contracts, legal documents, meeting agendas, general correspondence, and other materials of a broad based, or technical nature.

Manual/Physical: Operates a PC and uses software (examples: word processing, databases, spreadsheets, and PowerPoint, etc.) to prepare detailed and technical reports and presentations for use by City management, and department/division management. Attends meetings to coordinate efforts, represent the department, and collect and present information. Conducts site visits, attends Community Court, and offers technical assistance. Enters data or information into a PC in order to compile, analyze, and evaluate data to identify funding sources, trends, and create social service reports. Operates a vehicle requiring a standard Class D Arizona Driver's License to attend meetings and conduct site visits/attend Community Court. Meets scheduling and attendance requirements.

Mental: Research, collects, and analyzes data. Coordinates, monitors, and implements homelessness programs. Resolves procedural, operational work-related problems. Prioritizes own work to include special research projects, reports, and presentations. Prepares and presents recommendations to management and City Council for approval. Comprehends and makes inferences from written material. Learns job-related material through on-the-job training regarding social service programs and processes.

Knowledge/Abilities:

Knowledge of:

PC software applications;
community and non-profit resources, and the operation of social service agencies;
human services issues and practices;
the human and community services needs of individuals and families in various states of homelessness;
the human services and community assistance organizations operating programs in Mesa, the state, and the region;
best practices in social and human services coordination and monitoring;
and research techniques, statistics, and monitoring as related to public programs.

Ability to:

interact in a positive and supportive manner with nonprofit agencies that apply for and receive funds;
exercise judgment and act independently in establishing or adapting work procedures;
handle administrative details;
prepare accurate reports;
prepare effective correspondence;
deal with the general public tactfully and courteously;
understand and follow oral and written instruction; and
establish and maintain effective working relationships with City officials, coworkers, Mesa Police and Fire and Medical employees; community agencies, non-profit agencies, other governmental entities, 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.

New 12/23

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EEO-Prof

JOB FCTN-ADM

INCREMENTS - 44 - 200

PAY GRADE 57

IND-9410

SWORN-No