

POLICE COMMUNITY RELATIONS SUPERVISOR

JOB DESCRIPTION

Classification Responsibilities: The Police Community Relations Supervisor is responsible for the development, implementation, and supervision of personnel and community programs within the Mesa Police Department. Responsibilities include: conducting supervision; researching and implementing initiatives and strategies to enhance the Police Department's community and engagement programs that creates positive impacts with citizens in the community; developing partnerships with community members; researching outreach and engagement programs with other local and national agencies; supervising program activities and events by securing and managing necessary budget, facility, and personnel resources to safely deliver high quality programs and services; and facilitating marketing and social media efforts to keep the community aware and involved. Areas of service delivery include: adult, teen, and youth recreation and educational programs (examples: Community Engagement Academies, Youth Leadership Academy, Sports Program Activities Reuniting Community [SPARC], Special Olympics, [VIPS] Volunteer in Police Services, Citizen Police Academy, raise awareness campaigns, police community forums, business and non-profit partnerships, and internal and external special events such as: the Law Enforcement Torch Run and Employee Appreciation Event). This position is responsible for selecting, training, supervising, and evaluating full-time and part-time professional/paraprofessional staff and program coordinators; developing and monitoring assigned program budgets and expenditures, reports, policy development and adjustments, and process improvement; interacting with a variety of community groups, special interest groups, private and governmental agencies, and educational institutions; and assisting the Police Community Partnership Administrator with development and implementation of departmental goals and objectives. Work requires the exercise of considerable initiative and independent judgment to lead large and diverse work groups. This class performs related duties as required.

Distinguishing Features: The Police Community Relations Supervisor is assigned to the Community Relations and Recruitment Division within the Community Services Bureau of the Police Department. This class may be required to work evenings, weekends, and holidays to accommodate special events or annual project activities. Supervision is received from the Police Community Partnership Administrator who reviews work through conferences, reports, and overall 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. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Business Management, Communications, or a related field. Extensive (5+ years) professional experience in operating and administering community outreach, neighborhood/community assistance, or community programs or events, including one to two years of 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. Public contact experience in a law enforcement/public safety environment is preferred. 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, 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 to the Administrator. Builds partnerships with others to achieve goals, and coordinates with other employees to facilitate events. Coordinates meetings, prepares reports, marketing/social media content, 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 program, departmental policies and procedures, and program proposals.

Manual/Physical: Operates a variety of standard office and training related equipment (example: personal computer, fax machine, copier, audio-visual equipment). Enters data or information into a personal computer. Operates various audio-visual (AV) equipment such as video cameras, audio recorders, projectors, televisions, and screens for presentations. Maintains facilities, equipment, and materials in a safe condition. Operates a motor vehicle requiring a valid Class D Arizona Driver's License to travel to various locations and attend forums and meetings. Moves equipment and materials such as boxes of flyers using a handcart/dolly. Sets up and/or removes folding tables and chairs for various events. Stands for extended periods of time during events or to make presentations. Operates a camera to take photographs for event and community project publications and archives. Meets scheduling and attendance requirements.

Mental: Plans, organizes, and supervises a variety of police community and youth programs and activities for the Community Relations and Recruitment Division in the Police Department. Supervises and evaluates the work of full-time, part-time, temporary agency workers, independent contractors, and volunteers. Prioritizes and assigns work to personnel and prioritizes own work. Resolves procedural, operational, and other work-related problems by communicating with and responding appropriately to a demanding and diverse public in answering questions, explaining division policies, and handling complaints. Coordinates work activities, program functions, and other related activities with other City departments, other cities, and Mesa Public Schools. Develops policies and procedures, short- and long-term objectives, and other plans related to assigned areas. Conducts research and analyzes police, youth, and community relations information and data to evaluate programs and provide recommendations to the Police Community Partnership Administrator. Prepares budget, financial, and cost analysis related to

community and youth programs. Monitors expenditures. Provides recommendations to the Administrator for input into the division budget. 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.

Knowledge and Abilities:

Knowledge of:

the philosophy and objectives of police community and youth administration;
the methods and techniques involved in researching, planning, organizing, implementing, programming, supervising, and evaluating a variety of police community and youth programs and activities;
policies and procedures relating to budgeting, staffing, and directing recreation activities;
the techniques and methods of supervision and personnel management;
procedures, methods, and techniques used to determine and evaluate the recreation needs and interests of the community;
community and youth programs and organizations; and
program development, and safety practices relating to recreation programs and activities.

Ability to:

develop and implement innovative and interesting community and youth activities and programs in relationship to improving community and youth police relations;
listen well, and communicate effectively with employees and participants having varying educational backgrounds and values;
research outreach and engagement programs with other local and national agencies;
learn and effectively use various computer software programs, technology applications, and communication tools as required;
meet deadlines and handle multiple tasks simultaneously; and
establish and maintain effective partnerships with community members.

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.

Revised 6/25

TC/js

CS5614.DOCX

EEO-Prof

JOB FCTN-ADM

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 57

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N)

INCREMENTS 67-200