

LINN COUNTY CLASSIFICATION

TITLE: COMMUNITY SERVICES SPECIALIST

NUMBER: 661

APPROVAL ORDER NUMBER: 2017-287

PAY RANGE: 14

DATE: AUGUST 22, 2017

CATEGORY: DSA

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Coordinate and oversee the Neighborhood Watch, Seniors and Law Enforcement Together (S.A.L.T.), Block Home, Citizens Police Academy, substation volunteers and other crime prevention, education and volunteer programs in Linn County.

SUPERVISION RECEIVED: Works under the general supervision of the Support Services Lieutenant within the Support Services Division.

SUPERVISION EXERCISED: Supervision of other employees is not a regular responsibility of a position in this classification. However, supervision of volunteers working with the Community Services Specialist is often required.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan and coordinate relevant training and community development for Linn County residents through community analysis and feedback tools implemented for such purpose. Develop, maintain and provide training to the public on crime prevention related topics.
2. Serve as the agency's point of contact for interested volunteers and coordinate those selected through the human resources process at the Sheriff's Office including taking part in the recruitment, selection and orientation of volunteers.
3. Schedule, coordinate, organize and facilitate the Neighborhood Watch groups throughout Linn County, as well as, work with other Neighborhood Watch groups affiliated with other agencies both in and outside the County.
4. Maintain and assign the use of the S.A.L.T. vehicle, Radar Reader Board and other Sheriff's Office equipment used by volunteer programs.
5. Schedule, train and support all substation volunteers including holding regularly scheduled meetings with each group and as a County-wide group. Maintain time sheets, records, training hours, SAIF hours and service records for volunteers. Assist with schedule and coordinate the Citizens Police Academy.
6. Assist with the dissemination of information to the public including serving, as assigned, as the Public Information Officer. Support operations of the Sheriff's Office website, social media outlets and recommend the use of emerging technologies to engage with the public further. Ability to do problem solving with the public.

7. Inform the public and answer inquiries regarding direction, laws, ordinances, complaint procedures and provide other general assistance as required.
8. Public speaking as required.
9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions, or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Some general knowledge of community services and crime prevention. Must be able to work with the public and other law enforcement agencies. Must be an accomplished speaker with the ability to coordinate and organize programs. Must have experience in crime prevention or community service. Must have knowledge of online communications platforms and social media management. Ability to operate of crime analysis software, Records Management Systems and other computerized software including cloud-based and smart device software to analyze and disseminate relevant crime prevention information.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high school or possession of the equivalent GED Certificate. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described will be considered.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Must possess and maintain a valid First Aid and CPR card. Must be Law Enforcement Data System (LEDS) certified within one (1) year.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed in a variety of environments. The work requirements include the ability to sit, bend, stand and stoop; see, hear and talk in adverse environments, drive a motor vehicle at night, use hands to finger, handle or operate objects or controls; and reach with hands and arms. Must be able to lift and carry up to thirty (30) pounds.