

**TOWN OF GILBERT  
CLASS SPECIFICATION**

**Non-Sworn Public Safety Coordinator**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Non-Sworn Public Safety	C41 – C42/C51	Exempt

**CLASS SUMMARY:**

This class is the fifth level in the Non-Sworn Public Safety series. As assigned, incumbents may be responsible for: maintaining all general orders and manuals including research and development; providing advice and consultation with command staff; researching Police operational issues; preparing budgets and recommendations; and providing specialized counseling for victims and at-risk youth and families. Records management and property/evidence control and inventory functions

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
May supervise staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.	Varies 0 – 20%
Reviews, develops, maintains and/or distributes general orders, master manuals, grant application documents, contracts, reports, newsletters, assessment/referral documents, case files and/or treatment plans.	Daily 20%
Researches and performs operational studies, evaluations, assessments, counseling, and/or resource referrals in support of assigned area and to ensure compliance with established protocol, standards and regulations.	Daily 20%
Audits effectiveness and compliance of programs, plans and procedures and consults with staff or other resources to identify needs, resolve problems and provide recommendations.	Weekly 15%
Serves as a liaison with other departments and outside agencies.	Weekly 10%
Performs other duties of a similar nature and level as assigned.	As Required

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**POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:**

Positions assigned to **Communications** may be responsible for:

- Supervising Police Communications staff;
- Planning, developing, implementing and managing policies, procedures and practices;
- Developing, implementing and evaluating training programs for staff;
- Overseeing the operation of the 911 computer aided dispatch and radio communications systems;
- Serving as the ACJIS systems security officer for the department, ensuring all activities are in compliance with applicable laws, rules, regulations, policies and procedures governing ACJIS network;
- Serving as the public safety answering point manager (PSAPM), coordinating with the Maricopa region 911 office of MAG and the State of Arizona to obtain budgetary funds for equipment and coordinating policy issues.

Positions assigned to **Counseling** may be responsible for:

- Providing court-ordered screening evaluations of and resource referrals for offenders;
- Performing individual assessments, creating treatment plans, establishing interventions and monitoring treatment progress and compliance for assigned cases;
- Performing crisis intervention and counseling;
- Facilitating committees, planning and organizing events, and recruiting new members;
- May supervise professional level counseling staff.

Positions assigned to **Planning and Research** may be responsible for:

- Preparing, monitoring and administering assigned budget, purchases and authorizations;
- Providing recommendations based on research and studies related to staffing resources, industry trends, products and technology.

Positions assigned to **Policies and Procedures** may be responsible for:

- Maintaining departmental policies and procedures and ensuring compliance with the Commission on Accreditation of Law Enforcement Agencies standards;
- Reviewing accreditation activities and progress and identifying needs, resolving issues and providing recommendations;
- Maintaining accreditation files and entering and updating accreditation information in database.

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Positions assigned to **Records & Property** may be responsible for:

- Supervising records and police property personnel;
- Supervising employees engaged in the receipt, storage, custody, transfer, and disposal (i.e., release by approved methods) of impounded property;
- Overseeing records management and evidence/property inventory management functions;
- Complying with audits;
- Maintaining the proper chain of custody for court presentation;
- Authorizing distribution and/or auction of property in accordance with established police policies and procedures;
- Directing the release of impounded property/evidence;
- Determining appropriate methods of storage for sensitive, volatile and/or valuable property;
- Overseeing the maintenance of files and records regarding the disposition of property in police custody;

Positions assigned to **Volunteer Coordination** may be responsible for:

- Planning, organizing and implementing a large-scale public safety volunteer program;
- Administering community service volunteer initiatives;
- Recruiting, retaining, training and supervising credentialed and spontaneous volunteers for assigned public safety department.

**TRAINING AND EXPERIENCE:**

Bachelor's Degree and 3 years of experience related to area of assignment; Based upon assignment, Master's Degree may be required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATIONS:**

- Valid Arizona Driver's License

Depending on area of assignment, requires:

- Professional Licensure by the Arizona Board of Behavioral Health Examiners

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#### **KNOWLEDGE OF:**

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Behavioral health and counseling theories;
- Grant funding processes;
- Comprehensive organizational knowledge;
- Development of operating procedures and training and reference materials.
- Supervisory principles, practices and techniques;
- Modern office equipment.
- Comprehensive knowledge of approved methods and practices in the handling of property and evidence for impoundment, storage, scientific testing, disposal and court actions; approved methods for maintaining accurate records in property/evidence handling;
- Court proceedings, rules of evidence, and applicable laws governing the confiscation (impoundment) and release of property and evidence;

#### **SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Conducting research and training;
- Speaking in public speaking;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Developing and tracking budgets;
- Solving problems;
- Resolving conflict;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

#### **ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, moving fumes, odors, dusts, gases, poor ventilation, chemicals, oils, blood and other bodily fluids, extreme temperatures, travel, and environmental conditions such as disruptive people, imminent danger, or a threatening environment.

If a position within the Police Department, background check and polygraph is required.

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**WORKING TITLES WITHIN CLASS SPECIFICATION:**

Fire Management Coordinator – C41  
Fire Volunteer Coordinator – C41  
Police Communications Manager – C41  
Police Planning & Research Coordinator – C41  
Police Records & Property Manager – C41  
Police Policy & Compliance Coordinator – C41  
Youth/Family Counselor – C42  
Police Counseling Manager – C44/C51

**NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*