



OAKCREEK
— WISCONSIN —

Class Title: Community Resource Coordinator
Department: Police

Unit: Non-Union
FLSA Status: Non-Exempt

Summary Description

The Community Resource Coordinator is responsible for the implementation of and maintenance of community-based programs that are designed to create awareness of possible crime risk and to provide the community's residents and businesses with recommended actions that will reduce that risk.

Supervision/Accountability

This position is accountable directly to and receives direct supervision from the Captain of Administrative Division or, in the absence thereof, the Captain's designee; no supervisory duties.

Major Duties/Essential Functions

Develops and implements programs to educate community members on crime prevention techniques.

Performs instructional presentations to community groups to include private and public schools within the City of Oak Creek.

Coordinate National Night Out event with the committee, as well as set-up and clean-up from the event.

Coordinate the annual Bike Rodeo with the Oak Creek PD bike patrol unit, as well as the set-up and clean-up from the event.

Assist with the monitoring and posting to community resource related social media websites, such as Nextdoor.com.

Conducts home and business security surveys for residents of Oak Creek. Provides technical advice regarding physical security measures to residents and businesses within the City of Oak Creek.

Conducts Neighborhood Watch presentations and assists community members in organizing neighborhood watch within the community.

Publishes newsletters as needed. Provides residents and businesses of Oak Creek with information on criminal-related activities and provides information regarding crime trends. Publishes informational documents as needed.

Participates in community events such as Tourism Commission, local college/university, Business and Industry Fair, Health and Fitness Fair, Personal Security Expositions, and/or any other events as

a representative of the Oak Creek Police Department. Assists in the planning, coordination, and execution of National Night Out, Crime Stoppers, and Neighborhood Watch.

Maintains various child identification programs used to identify missing children—offering those programs a number of times through each calendar year.

Responsible for coordinating the Crime Stoppers hotline; assists community members involved in the program.

Writes for and administers crime prevention-related grants, under the supervision of the Administrative Captain.

Responsible for the evaluation of all crime prevention programs and provides recommendations to the command staff for deleting or continuing such programs.

Administers quality control and customer feedback programs for the community resource bureau.

Responsible for the coordination of Fund Raising activities within the police department and is expected to assist other community groups with fund raising where those groups provide crime prevention-related services.

Recommends goals and objectives for the community resource bureau.

Minor Duties/Responsibilities

Assists in providing training to department officers in the area of crime prevention.

Maintains liaisons with community agencies such as Salvation Army Advisory Council, Oak Creek Chamber of Commerce, and any other community programs as directed.

Establishes and maintains a positive working relationship with the members of the community and other employees.

Assist in the Department's active rental property management program (Apartment Manager's Meetings).

Works with local media in the reporting of crime prevention-related information and some statistical analysis as applicable.

Maintains professional competence by continued education in crime prevention and community policing related topics.

Assist Admin Captain with the development and monitoring of the Community Resource Bureau budget.

Responsible for the requisition and control of community resource items' inventory.

Projects a professional and polished image as stated in the Oak Creek Police Department Mission Statement.

Produces public service ads throughout each calendar year to present crime prevention information to the community.

Utilizes the expertise and resources of other crime prevention-related agencies to improve the quality of life in Oak Creek. (i.e., Sojourner Family Peace Center, Crimestoppers, etc.)

Performs other duties as assigned.

Knowledge

Must have substantial knowledge of crime prevention techniques and procedures to include a basis of understanding in crime prevention through environmental design. Must have working knowledge of physical security systems to include locks, electronic access systems, and alarms. Carries out duties in conformance with Federal, State, County and City laws and ordinances. Shall be thoroughly familiar with and responsible for all department rules, regulations, policies, and procedures pertaining to the performance of a police officer's duties. Knowledge of principles and techniques of professional writing, English grammar, spelling, vocabulary and punctuation. Knowledge of external communications including traditional and social media, direct mail, online communications, conferences, press and events. Thorough knowledge of principles, practices and applications of communications, public relations, and customer service. Knowledge of copywriting, graphic design, desktop publishing and photography. Knowledge of operational characteristics, services and activities of municipal government functions, as well as laws, ordinances, rules and regulations affecting the City including public disclosure laws.

Skill/Ability

The Community Resource Coordinator must possess the ability to present crime prevention-related subject matters to members of the community. Critical is the ability to organize and conduct presentations, prepare visual aids, and communicate with community members of extremely diverse backgrounds and needs. Ability to verbally communicate with the public. Promptly respond to requests and inquiries from the general public, other governmental entities, internal staff and media, including time sensitive news and/or emergency situation response. Ability to analyze statistical data and prepare statistical reports. Ability to make sound bureau purchases and manage the bureau budget. Ability to analyze a problem and develop a proactive solution. Ability to manage time and develop event calendars. Ability to plan and organize major events and activities. Ability to write creatively and clearly. Ability to develop graphic art in connection with advertisements.

Ability to learn and apply crime prevention techniques and procedures. Ability to use computer equipment. Ability to maintain effective interpersonal relationships with other employees, departments, the public and other organizations. Ability to work independently.

The ability to accept responsibility, to make decisions and to effectively prioritize work. The ability

to motivate and influence others. Ability to ensure and follow standard safety practices and procedures; ability to speak and understand the English language fluently and use proper grammar, punctuation and spelling. Ability to prepare, organize and maintain office data, reports and systems; ability to perform required mathematical computations.

Education/Experience

Must have a minimum of high school diploma or GED certificate. 1-3 years of similar work experience is preferred. Previous community resource, crime prevention, or law enforcement experience is preferred. Any combination equivalent to education and experience that provides the required knowledge and skills is qualifying.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in an office setting. Some outdoor work is required in the performance of some of the duties such as site surveys and outdoors special events. While performing the duties of this job, the employee is regularly required to bend, stand; walk; use hands and fingers; handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is continuously required to sit; climb or balance; stoop, kneel, crouch; talk and hear. The employee must occasionally lift and /or move up to 50 pounds and to climb ladders. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

License/Certifications

Possession of a valid Wisconsin motor vehicle operator’s license is required. Certification or the capacity to meet certification requirements as a TIME system operator and any other minimum standards set by the Wisconsin Department of Justice. Loss of license or certification may be cause for termination.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved By: 
City Administrator

Reviewed By: 
HR Manager

Reviewed By: _____
Police Chief

Revision History:
April 1, 2020
January 15, 2018