CITY OF PUYALLUP
invites applications for the position of:

Crime Prevention Coordinator Job No. PD-13-ADM-001

SALARY: $21.85 - $26.25 Hourly

OPENING DATE: 02/28/13

CLOSING DATE: 03/14/13 11:59 PM

DEFINITION:

This position is responsible for providing various crime prevention programs to the community. In addition, the position provides important community resource and referral information to citizens and groups. This position is supervised by the Police Department's Administrative sergeant and is an essential element of the Police Department's "problem oriented policing" philosophy. The Crime Prevention Coordinator is also responsible for recruiting and training citizen volunteers to assist in providing the programs and other activities. A close liaison with police Patrol and Investigations personnel is essential for information exchange regarding criminal activity in the community. Training will be provided by the Puyallup Police Department and/or their designee. Once existing programs are understood, the employee functions with independence and is expected to develop new program ideas or ways to improve existing programs. New programs and major changes in existing programs are coordinated with police administration. The position requires a considerable amount of contact with community leaders and citizens, in person, in writing and over the phone, to coordinate the programs and enlist community support. Public relations skills are very important. This is a temporary position for up to six months duration with a possible three month extension.

To locate the full job classification (e.g. special qualifications) please view: agency.governmentjobs.com/puyallup/default.cfm

TO APPLY

All applications are processed online via **NEOGOV**. Please follow the direction process.

SELECTION PROCESS

Applications submitted by the closing date will be screened. Those candidates considered to be among the most qualified will then participate in an oral examination process.

PROCESS

Successful completion of the thorough background investigation, polygraph evaluation, and fingerprint record will be required as a condition of employment.

ESSENTIAL FUNCTIONS:

- Implements and coordinates crime prevention programs such as Neighborhood Watch, Apartment Managers' meetings, Crime Free Multi Housing and Crime Control Roundtable;
- Processes and places program signs;
- Maintains current program tracking maps;
- Keeps members of the watch areas informed of the crimes in their area;
- Observes tracking maps and determines when new watch areas are warranted;
- Organize and host the Citizen's Academy;
- Prepares and distributes newsletters periodically;
- Recruits chairpersons for new Neighborhood Watch areas;
- Works with the chairpersons to plan programs for meetings by coordinating speakers, films, educational materials and conducting presentations;
- Works with the business community on crime prevention activities;
- Responds to requests to sponsor new programs;
- Coordinates and conducts training sessions;
- Generates interest in crime prevention techniques by personal contact or mailings after identifying areas experiencing an increase in crime;
- Recruits and trains volunteer staff;
- Greets public and provides a presence at department and community events;
- Attends training sessions and meetings of crime prevention groups to obtain new ideas for revising or developing

new programs;
- Advises police department personnel of special issues and concerns voiced by citizen groups;
- Contacts Patrol and Investigations supervisors periodically to maintain current crime trends and activity data in areas of the City;
- Works with the Crime Analyst to determine crime patterns and work with officers and citizens to address those patterns;
- Performs other duties as assigned.

QUALIFICATIONS:

Knowledge of:

- Operation of personal computers;
- Operation of computer software such as word processing and spreadsheets;
- Proper English grammar, usage, and spelling;
- Office procedures, such as correspondence preparation, telephone procedures, and filing systems.

Ability to:

- Prepare for and conduct training sessions including the preparation of instructional materials and making public presentations;
- Maintain the confidentiality of criminal and other police records;
- Facilitate community “brainstorming” and/or problem solving meetings;
- Communicate effectively, both verbally and in writing with citizens and business leaders;
- Recruit citizen volunteers and assist them in learning their duties;
- Coordinate crime prevention programs;
- Establish and maintain positive, effective working relationships with members of the Police Department, business community and the public;
- Operate computers using word processing and spreadsheet programs;
- Accurately maintain tracking maps;
- Accurately read and analyze crime and other reports to discern increases in criminal activity.

Education and Experience:
Graduation from high school or equivalent and two years work experience involving extensive public contact; course work or training in crime prevention or effective presentation techniques may substitute for up to one year of the experience requirement.

SPECIAL QUALIFICATIONS
Possession of or the ability to obtain a valid Washington State driver's license, as required for the position. The ability to pass an extensive background investigation to include a polygraph examination.

PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:

Frequent Demands: Sitting, standing, talking, hearing, seeing. Occasional Demands: Walking, driving, carrying, climbing stairs, bending at the waist, twisting at the waist, crouching, kneeling/squatting, reaching, repetitive hand motion, fine finger manipulation.
Environmental Factors: Work is predominantly performed indoors with low noise levels, in an office setting, meeting rooms or private residences within the community.

GENERAL INFORMATION
Essential Functions – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.
Hours of Work – Hours may vary.
Union Affiliation – This is a non-represented position
Equal Employment Opportunity – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.
Background - The City of Puyallup will need to obtain the proper background and criminal history information pursuant to RCW 43.43.830/832 for positions where the employee will or may have unsupervised access to children, developmentally delayed persons or vulnerable adults.
Disability – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant’s ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement 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.
Notification – Following submission of application, an email acknowledgment receipt of application is given. Persons

selected for an interview and/or testing will be notified by email, normally within 15 working days following the closing date on the job announcement.
Not Selected – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.
Identification – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment.
Drug-Free Workplace –The City of Puyallup is a drug-free, tobacco-free workplace.
Note – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:
http://www.cityofpuyallup.org

Position #PD-13-ADM-001
CRIME PREVENTION COORDINATOR JOB NO. PD-13-ADM-001

333 S Meridian
Puyallup, WA 98371
253-841-5470

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Crime Prevention Coordinator Job No. PD-13-ADM-001 Supplemental Questionnaire

* 1. Have you graduated from High School or equivalent?

❑ Yes ❑ No

* 2. Do you have two years of experience involving extensive public contact?

❑ Yes ❑ No

* 3. Please choose the level of experience you have with the Mircosoft Excel product.

❑ Excel - Intermediate to proficient - more than 2 year's experience -comfortable using spreadsheets
❑ Excel - Beginning to Intermediate less than 2 year's experience basic spreadsheet formulas
❑ Excel - No experience

* 4. Please choose the level of experience you have for the Microsoft Word product.

❑ Word - more than 2 year's experience Intermediate to proficient - more than 2 year's experience
❑ Word - Beginning to Intermediate less than 2 year's experience
❑ Word - No experience

* 5. Please choose the level of experience you have for the Microsoft PowerPoint product.

❑ PowerPoint - Intermediate to proficient Intermediate to proficient - more than 2 year's experience
❑ PowerPoint - Beginning to Intermediate less than 2 year's experience
❑ PowerPoint - No experience

* 6. Please choose the level of experience you have for the Microsoft Publisher product.

❑ Publisher - Intermediate to proficient Intermediate to proficient - more than 2 year's experience
❑ Publisher - Beginning to Intermediate less than 2 year's experience
❑ Publisher - No experience

* 7. Please provide a one page sample outline of steps needed to create a training plan enlisting

community support and collaboration for crime prevention measures.

* 8. Explain your strategy to gain participation of community members and leaders to assist in providing crime prevention programs and other activities.

* Required Question