

CITY OF ROSEVILLE

PUBLIC SAFETY OUTREACH AND COMMUNITY RELATIONS ANALYST

DEFINITION

To perform technical and professional duties in support of programs related to crime prevention and fire and life safety education and community outreach program within the public safety departments; to serve as liaison between the public, other agencies and the public safety departments in community relations activities; to provide expertise in program elements for the organization; and to perform administrative assignments in support of assigned programs.

SUPERVISION RECEIVED AND EXERCISED

Receives directions from a higher level supervisor or manager.

Exercises supervision over volunteers.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Provide professional and technical support to the City's crime prevention and fire and life safety education programs by compiling, evaluating and determining program needs and components.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations related to assigned programs; submit justifications for program and related activities; monitor and control expenditures.

Track data, research, compile and prepare reports and documentation on program activities; analyze programs and develop and recommend modifications/additions in program activities; prepare periodic status reports.

Serve as department lead in organizing and participating in the planning and implementation of community wide and City hosted events.

Review, analyze and track crimes and crime prevention measures; review and track calls for service; present information to Police Officers, members of the business community and citizens.

Develop and present fire and life safety education programs to the public and City staff; recruit and coordinate additional resources for public education programs.

Research, identify and prepare grants; track and monitor grant expenditures and submit required reports.

## Public Safety Outreach and Community Relations Analyst

- 2 -

Oversee and implement a variety of community programs to educate citizens and businesses about crime awareness, crime and fire prevention, safety issues and reporting issues; maintain frequent contact and make presentations to citizens, neighborhood groups, and businesses regarding recent criminal activity; oversee the false alarm reduction program and make recommendations about how to reduce the number of false alarms.

Support the Emergency Preparedness Program by delivering appropriate training and assistance to businesses and facilities relative to emergency preparedness practices.

Develop and prepare a variety of brochures, news releases, press releases, newsletters, handouts and marketing materials related to public safety outreach and community relations for distribution to businesses, neighborhoods, news media and other citizens; prepare and update Police and Fire Department website information related to assigned program.

Act as a liaison, represent and coordinate functions on committees, outside organizations and at staff subcommittees; coordinate assigned activities with other Police and Fire Department divisions, other City departments, and outside agencies, as appropriate.

Review event permits for elements of Crime Prevention Through Environmental Design; prepare and submit comments.

Serve as liaison to business, school, community groups and committees regarding crime prevention.

Research and analyze legislation affecting the Police and Fire Departments.

Provide analytical support to department(s) in response to special projects, as assigned.

Prepare and present program information to the City Council, community groups and outside agencies.

Answer questions and provide information to the public on assigned programs.

Subject to being called back when off duty.

May work on weekend or be assigned irregular work hours during the day or evening.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Techniques and practices of crime prevention and public safety education as applied to business, residential and school settings including the development of marketing and outreach materials.

Principles and practices of public safety, crime prevention, fire and life safety and law enforcement activities.

Principles and practices of data analysis, research and technical report writing.

Principles of budget monitoring.

Methods and techniques of public relations and community outreach.

Pertinent local, State and Federal laws, ordinances and rules.

Basic methods and practices of training and supervision.

Tools, equipment and materials associated with crime prevention and fire and life safety activities.

Modern office procedures, methods and computer use.

Ability to:

Perform technical and professional duties in support of crime prevention and fire and life safety education and community outreach programs.

Present information and training to community groups, City staff, and outside agencies; prepare visual training aides, educational materials, and marketing materials.

On a continuous basis, know and understand all aspects of the job; analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; walk on uneven surfaces and climb stairs while in the field; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

## Public Safety Outreach and Community Relations Analyst

- 4 -

Interpret and explain pertinent Fire and Police Department policies and procedures.

Develop and maintain relationships with Neighborhood Associations, the business community and the public.

Assist in the development and monitoring of assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

Use a computer with proficiency and familiarity; use specialized databases.

Effectively present information in a large group setting.

Communicate clearly and concisely, both orally and in writing.

Recruit, select, supervise, train and evaluate volunteers.

### Experience and Training

#### Experience:

Two years of increasingly responsible administrative experience in a public safety environment that includes at least one year of substantial public contact.

AND

#### Training:

A Bachelor's degree from an accredited college or university, preferably in criminal justice, fire science, business, public administration, public relations, journalism, communications, education or a related field.

#### License or Certificate:

Possession of a valid California driver's license by date of appointment.

Must obtain valid CPR and First Aid certificates within one year of employment.

Possession of a California State Fire Marshal certificate of completion for Fire Instructor 1A and 1B is desirable.

Public Safety Outreach and Community Relations Analyst

- 5 -

04-30-18

08-25-12 Public Safety Outreach and Community Relations Analyst

09-11-10 Public Safety Community Relations Coordinator

02-02-09

09-16-06 Crime Prevention Coordinator

01-19-01 Police Business Services Coordinator