



## **CRIME PREVENTION SPECIALIST**

### **Definition:**

Under direction of the Director of Public Safety Services, coordinates, implements, and evaluates citywide crime prevention activities.

### **Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordinates and develops the Neighborhood Watch Program and other community crime prevention programs for schools, businesses, and seniors.
2. Prepares and disseminates the Neighborhood Watch monthly newsletter and other media public service announcements.
3. Prepares, develops, and organizes crime prevention flyers, pamphlets and materials.
4. Interacts with the community, city employees, law enforcement, and public safety volunteers.
5. Administers juvenile community service probation and schedules work assignments.
6. Maintains files and records of Crime Prevention Program and Juvenile Community Service Program.
7. Performs other related duties as required.

### **Minimum Knowledge, Skill and Ability:**

#### **Knowledge of:**

- Principals, practices, and techniques of various crime prevention methods and models.
- Public outreach and educational program development methods.
- Grant writing and grant management.
- Principles and practices of fiscal, statistical, and administrative research, data analysis, and report preparation.
- Professional writing techniques.
- Relevant mathematical principles and functions.
- Computers and office software applications.
- Functions, policies, and procedures of relevant departments and/or operations.
- English usage, spelling, grammar, and punctuation.

#### **Skill and Ability to:**

- Identify, compile and interpret crime data, report results, and identify trends.
- Develop and present audience appropriate crime prevention training and educational materials to diverse groups of all sizes.

- Learn, interpret, and apply pertinent municipal and penal codes, ordinances, and regulations related to crime prevention and security details.
- Plan, organize, prioritize, and perform duties as assigned with minimal supervision.
- Operate standard office equipment, a personal computer, and relevant software in a Mac environment.
- Communicate clearly and concisely, both orally and in writing.
- Research and compile information.
- Maintain records.
- Establish and maintain effective working relationships with the public and all levels of staff and management.
- Successfully adapt in a high-volume, fast-paced working atmosphere with multiple activities.

**Training and Experience:**

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities could be considered qualifying. A typical way to obtain the knowledge, skills, and abilities would be two years of progressively responsible experience working with the public in support of a law enforcement or criminal justice program, particularly directly performing crime prevention assessment and inspection activities. A Bachelor's degree with coursework in law enforcement, criminal justice, or a related area is preferred.

**Licenses and Certificates:**

Possession of a valid California driver's license is required by the date of hire.

**Physical Requirements and Working Conditions:**

- Requires vision (which may be corrected) to read small print.
- Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Performs lifting, pushing, and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Subject to inside environmental conditions.
- May be required to work at a computer for prolonged periods.
- May be required to use personal vehicle in the course of employment.