

Title: Police Planning Community Site Developer/Coordinator
PG: 56
Status: Non-Civil Service
Position Reports to: Designated Supervisor
Department: Lakeland Police Department

Class Code: 2194
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This position is responsible on a day-to-day basis for managing, implementing and administering the Department of Justice's Weed and Seed strategy in three targeted at-risk neighborhoods. This will require considerable administrative and decision-making skills, along with the ability to work with and coordinate the activities of volunteers, service providers, law enforcement officials and others. This individual must be self motivated and goal driven while overseeing the implementation and progress of all four key elements to the Weed and Seed strategy: Law Enforcement, Community Policing, Prevention/Intervention/Treatment and Neighborhood Restoration. Performance is reviewed through inspections and reports.

ESSENTIAL FUNCTIONS:

1. Plans, directs and coordinates all activities/programs related to the Lakeland Weed and Seed Project, ensuring that goals and objectives are accomplished within the proposed timeframe and the overall project is in compliance at all times with relative federal, state and local guidelines.
2. Recruits, supports, supervises and evaluates the performance of all Weed and Seed volunteers.
3. Manages the project budget to ensure funding is handled appropriately and within compliance guidelines. Reports such directly to the Police Planning and Research Supervisor and Weed and Seed Steering Committee.
4. Establishes and maintains collaborative relationships with area service providers, business leaders/owners, law enforcement personnel and neighborhood residents. Serves as liaison between them and the Steering Committee.
5. Serves as liaison with other Weed and Seed projects.
6. Works with the Police Planning and Research Supervisor and Weed and Seed Steering Committee/Subcommittees to continually identify and leverage funding opportunities and other resources to address identified program needs.
7. Facilitates all Steering Committee meetings (and Subcommittee meetings as necessary) while preparing or coordinating the development of status reports on the fiscal and programmatic progress of the Weed and Seed strategy as well as recommending any potential strategy and/or funding adjustments.
8. Communicates with the Police Planning and Research Supervisor, Steering Committee and Grants Coordinator to identify additional funding needs and potential resource allocations.
9. Identifies training needs and subsequently coordinates and supervises neighborhood training programs.
10. Coordinates the establishment and maintenance of Safe Haven sites and related programs.
11. Performs needs analysis.

ADDITIONAL RESPONSIBILITIES:

1. Performs other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Thorough knowledge of departmental policies, rules and regulations.
2. Thorough knowledge of the Department of Justice's Weed and Seed philosophy and the ability to effectively administer the project.
3. Knowledge of law enforcement, juvenile justice and social service agency policies and procedures.
4. Knowledge of government program administration and organization.

Title: Police Planning Community Site Developer/Coordinator

Class Code: 2194

PG: 56

Date: 09/08

Status: Non-Civil Service

Position Reports to: Designated Supervisor

Department: Lakeland Police Department

5. Basic knowledge of grant funding procedures and guidelines.
6. Superior management, communication (written and verbal) and organizational skills.
7. Excellent multi-tasking abilities with minimal supervision.
8. Skill in the use of computer programs; including Word, Excel and PowerPoint.
9. The ability to collect, organize and evaluate program related data and develop appropriate responses.
10. The ability to formulate goals, objectives, tasks and evaluation measures.
11. The ability to instruct, encourage, motivate and evaluate subordinates.
12. Excellent skills in establishing, nurturing and maintaining working relationships with service providers, government agency representatives, neighborhood residents and others associated with the Weed & Seed project.
13. Ability and willingness to develop and maintain effective working relationships with City officials and between bureaus, divisions and units of the Police Department.
14. Knowledge of organizational behavior.
15. Skill in feedback, questioning and group processes.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that routinely involves walking or standing for several hours at a time, exerting up to 10 –25 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with a degree in Organization Development, Organizational Behavior, Business Administration, Human Resources, or related field is preferred. Master's degree preferred.
2. Three (3) years experience in a field involving significant administrative collaboration, program development and oversight.
3. Five (5) years of experience in developing and conducting training programs and facilitating meetings.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.