

Title: Community Services Unit – Supervisor
PG: 49
Status: Civil Service
Position Reports to: Lt./Neighborhood Liaison Squad
Department: Police

Class Code: 2274
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is responsible and technical crime prevention related work that involves the supervision of a group of employees. An employee in this position supervises subordinate employees on special assignments and makes decisions in accordance with departmental rules, regulations, laws and ordinances. There is latitude for some freedom of operation within limits and as outlined by a superior. Performance is reviewed through inspections, reports and conferences. The Supervisor in charge of the Community Services Unit is responsible for personnel assigned to the Community Services Unit.

ESSENTIAL FUNCTIONS:

1. Supervises assigned personnel and coordinates proper scheduling.
2. Establishes Crime Prevention and safety programs as required to meet the needs of the community.
3. Administers Neighborhood and Business Crime Watch Programs.
4. Ensures that all personnel remain cognizant of and keep abreast of new techniques in Crime Prevention.
5. Disseminates new information and/or innovations pertaining to Crime Prevention.
6. Ensures all reports are compiled and submitted on a timely basis.
7. Makes periodic inspections of issued equipment to ensure that it is serviceable and maintained.
8. Works directly with the Officer in Charge of the Neighborhood Liaison Section in preparing budget request for the Community Services Unit.
9. Monitors and schedules vacations, overtime, sick leave and funeral leave to ensure compliance with guidelines established by City policy.
10. Performs semi-annual/annual employee evaluations.
11. Monitors and develops the Civilian Crime Prevention program.
12. Prepares written reports, proposals and presentations related to crime prevention and the operation of the Community Services Unit.
13. Leads and coordinates large scale security assessments requiring input from multiple persons/entities.
14. Reviews and edits written reports and presentations submitted by Civilian Crime Prevention Practitioners.
15. Coordinates training of new members and continuing education of existing unit members.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic knowledge of Microsoft Office Suite to include Outlook, Word, PowerPoint and Excel.
2. Ability to speak publicly on a variety of crime prevention and safety topics.
3. Thorough knowledge of departmental policies, rules and regulations.
4. Extensive knowledge of principles, practices and equipment used in crime prevention.
5. Considerable knowledge of administrative and supervisory practices.
6. Ability to plan, organize and effectively direct subordinates.
7. Ability to assign and review the work of a number of subordinate employees to provide effective leadership at all times.
8. Ability to develop and maintain effective working relationships with the general public, other public agencies, the media, City officials and between bureaus, divisions and units of the Police Department.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 30 pounds of force on a recurring basis, routine keyboard operations. Also standing or walking for long periods of time.

The job risks exposure to hot and cold temperatures, humid or rainy weather conditions and fumes. Bright/dim light, dust and pollen.

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

QUALIFICATIONS AND EXPERIENCE:

1. Graduation from an accredited two (2) year college or university with an Associate's degree. An Associate's degree in Criminal Justice is preferred.
2. Must possess or be able to obtain the Florida Crime Prevention Practitioner Designation or equivalent.
3. Two years of experience in crime prevention or crime prevention education is preferred.
4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

SPECIAL REQUIREMENTS:

1. Must possess and maintain a valid home telephone number.
2. Must possess and maintain a valid state of Florida driver's license.
3. Must successfully pass background investigation, polygraph examination and drug screening.
4. Successfully complete Civilian Crime Prevention Practitioner Assessment Test.
5. 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.