

**PITTSFIELD CHARTER TOWNSHIP  
JOB DESCRIPTION**

**PUBLIC SAFETY – COMMUNITY COORDINATOR**

**Supervised by:** Public Safety Director

**Supervises:** Crossing guards and student interns

**Position Summary:**

Under the general supervision of the Public Safety Director, provides residents and businesses information, resources and assistance in establishing prevention (crime, fire, substance abuse, and senior and children's safety) programs. Supervises the Public Safety Watch Programs (neighborhood, apartment/condominium and business). Maintains current lists of all groups for safety alerts and emergency notification.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Establishes and oversees prevention programs for crime, fire, substance abuse, and senior and children's safety. Also supervises and oversees local community watch programs such as the neighborhood watch, apartment/condominium watch and business watch.
2. Works closely with the Public Safety Director in departmental matters, creates goals and objectives, and confers regularly with the Director to keep him informed on key issues and progress toward objectives.
3. Prepares yearly budget for crime and fire prevention services to the public. Assists in budget oversight and makes recommendations for needed improvements. Orders promotional materials for crime and fire prevention efforts and works with police and fire personnel for distribution.
4. Reviews all daily calls for service, analyzes for trends and notifies the appropriate public safety watch group as needed. Responds to inquiries seeking statistics related to crime and/or fire and provides preventative information.
5. Maintains all listings of neighborhood watches, homeowner associations, apartments and condominiums, substance abuse coalitions, schools, churches, and businesses for community contacts in case of emergencies, planning of events, and assistance in community notification as needed. Creates and maintains e-mail database of such community contacts.
6. Creates, publishes, and coordinates distribution of Pittsfield's Department of Public Safety Community newsletter and a calendar of local, state, and national crime and fire prevention efforts.
7. Compiles and distributes safety-related materials as needed to residents, businesses and community groups or other organizations.

8. Coordinates emergency notification of escapes from Huron Valley Correctional Institutions. Serves on the Prison Liaison Committee and conducts community meetings to disseminate information and updates about concerns and incidents related to such facilities and occurrences.
9. Coordinates community meetings to organize watch groups and homeowners associations' safety meetings, as a means of providing workshops, and dissemination of information on crime and fire prevention as well as preventable injuries.
10. Coordinates department participation in community picnics, and efforts to promote crime and fire prevention as well as community involvement in Public Safety programs.
11. Hires, trains, provides supplies for and supervises the School Crossing Guards. Works with students, school administration and parents to enhance the services provided.
12. Coordinates with local school districts to provide information about department services and maps for transportation departments. Serves on committees related to youth-at-risk, substance abuse, and other related issues.
13. Maintains current media listings and contacts for press releases. Completes press releases as directed and provides interviews for radio and television.
14. Acts as liaison between the Department and other departments and entities. Works with local, state and national associations and elected officials to represent the Township's interests and to stay apprised of resources and new developments.
15. Keeps abreast of new developments in the field, new techniques and current issues through continued education and professional growth. Maintains membership in state and national organizations.
16. Performs special assignments as requested.
17. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Bachelor's degree or equivalent in criminal justice, sociology, communications, business, marketing or public administration.
- Five or more years of progressively responsible experience as a crime or fire prevention specialist.
- Knowledge of the principles, practices and techniques of modern police and fire operations.

- Knowledge of related federal and state laws and local ordinances.
- Knowledge of scientific methods of crime detection and prevention.
- Considerable knowledge of Public Safety or Police Department policies, rules and procedures.
- Knowledge of the laws and procedures associated with the handling of confidential information.
- Skill in the operation of standard office equipment, including computers and related software.
- Skill in preparing clear and accurate reports.
- Ability to maintain a high level of confidentiality and use discretion when dealing with sensitive issues.
- Ability to effectively communicate orally and in writing, and exercise diplomacy in contentious situations.
- Ability to work effectively alone or as a member of a team with minimal supervision, and independently schedule workload and prioritize assignments.
- Ability to effectively train others and assign, coordinate and evaluate the work of staff.
- Ability to exercise good judgment, initiative and resourcefulness in dealing with the public, elected officials, community leaders, subordinate staff and other professionals as well as the public.
- Ability to work effectively under stress and with changing work priorities.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate with others in person or by phone and review and produce written and electronic documents. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is required to stand and walk and stoop, or kneel. The employee must occasionally lift and/or move items of light to moderate weights.

While performing the duties of this job, the employee typically works in a business office setting however, due to the nature of the job, is also frequently required to travel to other locations to coordinate workshops, conduct meetings and provide services to various community groups. The noise level in the work environment is usually quiet but at times become loud.