

CITY OF FILLMORE

COMMUNITY SERVICES OFFICER \$19.57/hr

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

The Community Services Officer will perform a wide variety of police programs and service functions. The position is also responsible for the care, operation, and maintenance of the North Fillmore Storefront and all related equipment. The position is part-time.

DISTINGUISHING CHARACTERISTICS

The police programs and service functions include:

- Coordinate educational classes with the Migrant Education program, adult English classes, and after school tutoring classes.
- Coordinate the Fillmore-Piru Boys and Girls Outreach Program.
- Coordinate the Interface program for women in abusive relationships and children in child abuse.
- Coordinate with Interface regarding child abuse.
- Coordinate with Legal Aid Services, the H.E.A.P. and V.I.T.A. programs with the Commission on Human Concerns.
- Liaison with the North Fillmore Neighborhood Committee.
- Coordinate juvenile work alternative programs.
- Coordinate the Community Public Safety Academy Program.
- Coordinate the Community Service Program with Ventura Municipal Court.
- Address neighborhood issues.
- Handle inquiries from the public and coordinate efforts to solve problems in the community.
- Coordinate with the Arbor Summer Youth Program.
- Coordinate selection of the Pyles Camp participants.
- Translate for patrol deputies as necessary.
- Coordinate special events.
- Coordinate Safe Streets program.
- Coordinate the Christmas program at the storefront.
- Coordinate with HUD.
- Conduct fingerprinting service at the storefront.
- Coordinate services with Red Cross.
- Coordinate the G.A.I.N. program
- Coordinate organization of volunteer as needed
- Coordinate Neighborhood Watch groups

SUPERVISION RECEIVED/EXERCISED

General supervision is provided by the Administrative Sergeant. Supervisory responsibilities include the direct supervision of assigned staff and volunteers.

ESSENTIAL FUNCTIONS

1. Assist in the maintenance of files and indexes.
2. Give first aid when needed.
3. Speak to community groups.
4. Prepare administrative reports.
5. Conduct research into laws, policies and related matters.
6. Make recommendations for updated to department policies and procedures.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing report and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer, and acute hearing is required when providing phone service and communicating in person. The need to lift, drag, push and pull materials weighing up to 25 pounds is also required.

MINIMUM QUALIFICATIONS

Education and /or Experience

Graduation from high school or GED certificate. Must be 21 years of age at the time of appointment. Prefer a law enforcement background in a sworn or civilian capacity. Must have and maintain a valid California Driver's license with no more than two moving violations in the last twelve months. Must be bilingual (Spanish and English). Must successfully complete pre-employment background investigation. Must successfully pass a pre-employment medical exam.

KNOWLEDGE/ABILITIES/SKILLS

Knowledge of:

- ◆ Relevant federal and state laws, regulations and procedures concerning public safety.
- ◆ Principles, practices and methods of public administration, including budgeting.
- ◆ Principles of effective supervision.

Ability to:

- Prepare clear and concise oral and written reports.
- Establish and maintain cooperative working relations with elected and appointed governmental officials, community groups, the general public and city staff.
- Apply effective management principles to implement the policies of the City.
- Plan, direct and coordinate the work of assigned staff.

Skill in:

- ◆ Understand and follow verbal and written directions.
- ◆ Operate equipment/computers essential to job duties.