

# City of Lake City, FL

## Classification Description

Classification Title: COMMUNITY RELATIONS COORDINATOR  
Department: Police Department

Pay Grade: 10  
FLSA Status: Non-exempt

### General Description

This administrative position will provide a positive nexus between the Police Department and the Community using various methods that work in the best interest of the Police Department and the Community. This position works under the direction of the Support Bureau Commander and the Chief of Police.

### Nature of Work

#### Essential Functions:

- Assists the Crime Prevention Officer with the development and implementation of various community programs to include: Police Explorer Program and Citizen's Police Academy.
- Responsible for the development of volunteer programs for the elderly, family support and neighborhood watch.
- Assists with the coordination of "Breakfast with the Chief."
- Coordinates the Police Chief Advisory Board meetings, and NAACP meetings to establish quarterly and monthly community updates.
- Coordinates with the City's Parks and Recreation Department to assess needs for potential partnership in community functions.
- Scan community programs and issues to ensure the Police Department is adequately represented and/or involved.
- Actively seeks opportunities to be creative and innovative in achieving the goals and objectives of the Community Relations Unit.
- Attends community related events and meetings.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Equipment:** Uses small office equipment, including copy machines or multi-line telephone systems. Uses computers for word processing and/or accounting purposes.

Revised 7/30/14

## COMMUNITY RELATIONS COORDINATOR

**Critical Skills/ Expertise:** All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriately groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Requires the use and exercise of independent judgment;
- May be required to attend meetings outside business hours;
- This position requires a flexible schedule;
- Knowledge of the administrative principles and practices governing the operations of the City of Lake City;
- Knowledge of computer and relevant software;
- Ability to write clear and concise letters, reports or other documents and to speak effectively;
- Ability to establish and maintain effective working relationships with officials of other agencies and with department and division heads, public and private agencies and the general public;
- Ability to communicate effectively, both orally and in writing;
- Skill in locating and analyzing problems in the areas assigned; and
- Ability to delegate effectively and have the ability to communicate calmly and tactfully with the citizens in tense situations.

**Minimum Qualifications:** Graduation from an accredited four-year college or university with major course work in marketing, public relations and/or public or business administration preferred; or two (2) years college experience and five (5) years of progressively responsible experience in community relations; or an equivalent combination of training and experience that provides the required knowledge, ability and skills.

### ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- *Acceptable hearing (with or without a hearing aid)*
- Ability to communicate both orally and in writing
- Heavy (45 pounds and over) lifting and carrying
- Depth perception
- Distinguish colors
- Driving
- Climbing, walking, standing, bending
- Tasting, smelling

**SELECTION GUIDELINES:** Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job change. By signing below I am indicating I have read and concur with the above description of my job.

Revised 7/30/14

