



Job Title	Community Resource Coordinator
Department	Police
Employment Status	Full Time
Exempt/Non Exempt Status	Exempt

Scope of Work

This position is expected to exercise initiative and independent judgment in performing a variety of complex, technical and administrative duties in support of the Police Department. It requires strong communications skills and involves interaction with the public, law enforcement personnel and community groups. It serves as a police resource to the community and is involved in activities related to crime prevention, community outreach, and public education. Responsibilities include community outreach, crime prevention, social media, equipment coordination, grant reporting, OSHA/IDOL advisor, event coordination, research, assisting with administrative functions, and conducting professional presentations to the Village Board, employees or residents.

Supervision

Received	Deputy Chief of Police
Exercised	None

Essential Job Functions

- Create, implement, and oversee programs and activities related to crime prevention and public education that address the needs and issues of the community that enhances public awareness of crime prevention and safety messages.
- Prepare research for supervisory members of the department and be able to provide meaningful reports that others may utilize.
- Prepare and disseminate crime prevention information to include making presentations to the public, community groups, and to Village Officials.
- Coordinate strategies to create safer environments and improve quality of life to include conducting security surveys and evaluating environmental design principles.
- Plan, develop, coordinate, implement, and supervise programs such as Volunteers in Police Service (VIPS), police explorers and Citizens Police academy. Work with police supervisory personnel to determine volunteer needs, provide training for volunteer management, and create policies and procedures as directed.

- Manage Department Social Media accounts and assist with Police Department website updates.
- Assist with the procurement and coordination of police vehicle ordering, setup and maintenance.
- Equipment coordination including equipment expiration and compliance with building operations and other federal, state, and local regulations and Village approved best practices.
- Organize and participate in Police Department special events.
- Participate in accreditation processes (ILEAP/Lexipol and/or CALEA).
- Assist the Department with coordinating training including grant reporting.
- Act as Public Information Officer in the event Chief or Deputy Chief is unavailable.
- Advise department on OSHA and IDOL compliance.
- If qualified, assist with review of possible traffic violations.
- Follows safe work practices.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Associate's Degree and at least five years in a supervisory or administrative position, or a Bachelor's Degree and three years in a supervisory or administrative position in a law enforcement agency, or four to six years' experience in crime prevention; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Principles and practices of crime prevention and volunteer management. • Police Department and law enforcement operations, terminology and procedures. • ILEAP, CALEA and/or Lexipol accreditation processes. • OSHA and Illinois Department of Labor regulations. • Information dissemination methods.
Ability to	<ul style="list-style-type: none"> • Communicate effectively with the public, law enforcement personnel, and Village employees and officials. Provide presentations as needed. • Plan and organize events and projects. • Work a flexible schedule to attend meetings/events at night or on weekends when necessary. • Research, analyze and prepare reports. • Exercise independent judgment and work without close supervision.
Skill in	<ul style="list-style-type: none"> • Dealing tactfully, courteously and professionally with all with whom the position must come in contact, exercising sound and effective judgment in doing so. • Microsoft Office Suite and software programs. • Composing and creating informational materials. • Sufficient understanding of social media programs. • Understanding of CALEA Accreditation and/or Compliance Express Law Enforcement (CASE-L) software and/or ILEAP/Lexipol.

Necessary Special Requirements

- Possession of a valid Illinois Driver's License by and throughout the time of employment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an indoor office setting, where hand-eye coordination is necessary to operate computers and various pieces of office equipment; employee also does work outdoors in all types of weather when making site visits and is, at times, exposed to hazardous conditions when making an inspection or working out in the field.
- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move 20-50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. While performing the duties of this job, the employee works in outside weather conditions.
- The employee will be required to legally and safely operate a motor vehicle.