

Project SAFE Cabarrus

Law Enforcement Coordinator/Program Manager

GENERAL STATEMENT OF DUTIES: The Project SAFE Cabarrus Manager is responsible for performing professional and administrative work involving the Project SAFE Neighborhoods initiative within Cabarrus County and the corporate limits of the City of Kannapolis to include coordination of community wide resources, committees, and agencies towards a safer and non-violent community.

DISTINGUISHING FEATURES OF THE CLASS: This position requires the administrative and professional skills necessary to serve in a capacity that represents, and provides direct assistance to both the community and law enforcement agencies. The individual selected to fill this position must have strong administrative and interpersonal skills, and the ability to exercise independent judgment and discretion. Because of the intensive use of automation, the employee must be skilled in the use of computer equipment and business standard software. Effective keyboard and telephone communication skills are an absolute necessity. This position is responsible for the preparation, evaluation, and processing of reports and documentation relating to the Project SAFE Cabarrus (PSC) initiative. It requires the ability to interact with the public in a cordial, professional and assertive manner in identifying relevant concerns and issues, and directing individuals to appropriate persons or resources. This position is assigned responsibility for special tasks or projects. This employee works under the direct supervision of Cabarrus County Sheriff, Concord Chief of Police and Kannapolis Chief of Police. Work is reviewed through direct observation and through appraisal of written and oral reports concerning activities and assignments.

ESSENTIAL JOB FUNCTIONS:

Assists in the development and management of the project budget. Establishes funding priorities based on identified project needs utilizing law enforcement and community input. Monitors all project related grants, project activities, and expenditures for compliance with grant requirements and city policies.

Develops and administers project plans, schedule of activities, and monitors progress. Ensures program objectives are accomplished.

Reviews, prepares, and presents reports on research findings, project activities, and crime statistics, including required quarterly and semi-annual reports on grant-related activities.

Works with PSC law enforcement partners to establish priorities for gun crime research and data analysis. Works with agency personnel to identify trends in gun violence and gang activity in Cabarrus County and the City of Kannapolis.

Works with PSC community partners to coordinate community service providers to solicit support and commitment to facilitate referrals.

Develops and implements strategies and programs as needed to address community needs, law enforcement activities, and service and resource gaps targeting violent offenders, at-risk youth, adults, and gang members.

Develop and implement a team resource coordination approach with Division of Community Corrections to provide referrals and follow-through to offenders in the PSC Notification process.

Track the short and long term effectiveness of referrals by maintaining a detailed database on all referrals and outcomes.

Establishes procedures for communication, reporting and contact tracking with law enforcement units, school personnel, and Department of Juvenile Justice, Division of Community Corrections and community members to identify at-risk individuals and target them for outreach.

Coordinates activities of the PSC Executive committee, collaborative task forces, community groups and other agencies to meet project requirements and ensure effective cooperation among partnering entities in an efficient manner and to reduce duplication of effort. Schedules, organizes and facilitates PSC Task Force meetings.

Coordinates with the PSC Executive Committee to schedule and conduct PSC Notification sessions.

Provides PSC information to law enforcement agencies, community, and media personnel. Plans and executes public relations activities. Prepares and conducts public presentations.

Advises and makes recommendations to law enforcement personnel on policy/procedure changes to target violent offenders and reduce gun and gang-related violence through intervention and prevention measures. Attends community and committee meetings to offer recommendations to citizen groups, task force members, partner agencies and department administrators. Provides advice and technical assistance as needed.

Serves as liaison to other Middle District of N.C. Project Safe Neighborhood programs. Participate in Middle District partnership activities. Assist with coordination and facilitation of PSC training as needed in Cabarrus County and Middle District activities. Represent Cabarrus County, the City of Kannapolis, and the participating law enforcement agencies at Project SAFE Neighborhood activities.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

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

Physical activity related to this position may include sitting, reaching, standing, climbing stairs, stooping, feeling, pushing, pulling, kneeling, walking, fingering, grasping, talking, hearing, and repetitive motions. The employee must occasionally lift and/or move up to 25 pounds. Sufficient visual acuity is required to prepare and analyze data and figures, operate a computer terminal, and do extensive reading. An employee in this position will not be substantially exposed to adverse environmental conditions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Sound working knowledge of personal computers and electronic data processing, including MS Windows and MS Office Professional; working knowledge of contemporary office practices and procedures; knowledge of accounting principles and practices; ability to communicate effectively both verbally and in writing; ability to deal with the public courteously and professionally under stressful conditions; ability to exercise independent judgment; ability to maintain confidentiality of sensitive information. Must have a valid North Carolina Driver's License and access to personal transportation.

ACCEPTABLE EXPERIENCE AND TRAINING: Any combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENT:

Note: Successful applicants must be able to perform ALL of the above functions, unassisted and at a pace and level of performance consistent with the actual job requirements. Successful applicants must pass a criminal background check and drug screen.