

Garfield County
Job Description

Title:	Community Relations Deputy		
Department/Office:	Sheriff	Reports to:	Undersheriff
Section:	Community Relations	Pay Grade:	7
FLSA Status:	Exempt	Driving Classification:	Essential
Supervision Exercised:	Administrative staff, civil staff, victim advocacy staff, and/or purchasing staff.	Licenses/Certifications:	National Crime Prevention Certificate; valid driver's license.
Minimum Education:	High school diploma or equivalent.		
Minimum Experience:	4 years experience in all aspects of public relations for a Sheriff's Office, 3 years experience in general office management, and 2 years of supervisory experience.		

General Purpose:

Provides assistance, support and guidance to the Sheriff's Office in the development of public relations within the community. Acts on behalf of the Sheriff to release public service announcements designed to inform, educate and enjoin the public's participation. Manages assigned office services and administrative functions. Supervises employees.

Essential Functions:

(These duties are a representative sample; position assignments and detailed work instructions may vary.)

1. Serves as the liaison for the community and develops rapport with the public regarding crime prevention.
2. Manages assigned office services and administrative functions, including, but not limited to, Administration, Records, Civil, Cost of Care, Purchasing, Victim Advocacy, and/or Reception.
3. Supervises assigned staff, including scheduling; assigning and directing work; serving on interview panels; orienting new employees; overseeing or conducting training; coaching; completing team responsibility for evaluating and appraising work; addressing complaints and resolving problems; taking disciplinary action; and ensuring quality of work.
4. Manages and monitors assigned budget.
5. Reviews and analyzes crime prevention programs for both commercial business and residential communities.
6. Manages the Crime Stopper's Program of Garfield County.
7. Supports and provides service to the Victim's Advocate program. Ensures assistance, information, and emotional and social support are provided during crises in an effort to reduce negative impact on victims.
8. Instructs, coordinates and coaches various programs in Garfield County schools. Creates and monitors class curriculum, supplies, scheduling and modifies programs to meet the needs of the school.
9. Acts as organizational Public Information Officer (PIO).
10. Provides information and updates to the web page administrator for inclusion on the Sheriff's Office website.
11. Provides support for Emergency Management during wild fires and/or large scale emergencies.
12. Prepares press releases and disseminates information concerning the safety and welfare of citizens.
13. Promotes, coordinates and organizes community events and fundraisers.

Garfield County **Job Description**

14. Conducts grant research, and prepares and/or assists in preparing grant applications and administering grant programs.
15. Researches and recommends future facility and equipment needs.
16. Reviews all work products to ensure highest level of quality.
17. Drives vehicle to perform one or more essential functions.
18. Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

Job Qualifications:

Must be at least 21 years of age; must submit to and pass pre-employment drug & alcohol testing and post-employment random drug and alcohol testing; must pass background check.

Knowledge of:

1. Relevant Federal, state and local laws, rules, regulations, codes and/or statutes.
2. Management and supervisory principles and methods.
3. Advanced crime prevention programs.
4. Grant application and implementation.
5. State and local school board standards and requirements.
6. Crime Prevention through Environmental Design (CEPTED).
7. Constitution and Amendments as they apply to victim's rights.
8. Incident Command Systems and Emergency Disaster Response.
9. State, local and national Crime Stopper's programs.
10. Principles of business, organization and management of a local citizen's board.
11. Marketing, sales and media.
12. Legal terminology, forms and processes.
13. Organization objectives, guidelines, vision, mission statement, policies and procedures.
14. Project planning, team building, group dynamics, problem solving and facilitation.
15. Modern office processes and procedures.
16. Relevant computer hardware and software applications.

Ability to:

1. Supervise and develop employees: plan, direct, coach, counsel, mentor, delegate, train, and evaluate.
2. Speak, read and write the English language.
3. Communicate effectively verbally and write clearly, accurately, concisely, legibly, and with correct English grammar, construction and spelling.
4. Provide customer service.
5. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
6. Handle stressful situations in a professional manner, including angry or difficult individuals.
7. Exercise good judgment in appraising situations and making decisions.
8. Establish and maintain effective relationships with officials, employees, supervisors, volunteers and the public.
9. Develop and design training programs and related materials.
10. Conduct comprehensive training sessions and classroom instruction.
11. Negotiate and make sound decisions.
12. Understand and practice safety procedures and precautions.
13. Maintain a high level of professionalism and confidentiality.
14. Perform detail work accurately.
15. Maintain accurate records.

Garfield County **Job Description**

Internal & External Contacts:

Internal Contacts:

Frequently interacts with other Office employees.

External Contacts:

Frequently interacts with students, the general public, the media, and community organizations, businesses and agencies.

Physical Activities and Work Environment:

The physical demands and work environment 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 otherwise qualified individuals with disabilities to perform essential functions.

Required Physical Activities:

While performing the essential functions of this job the employee is frequently required to sit, talk, hear, stand, walk, bend, stoop, kneel; and is occasionally required to run, climb, balance, crouch and crawl; is frequently required to lift and carry up to 20 pounds; is occasionally required to lift and/or move up to 50 pounds and to exert up to 100 pounds of force; is occasionally required to maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees. The employee is routinely required to reach with hands and arms; work with the hand or hands in handling, seizing, holding, or grasping motions and with the fingers in fingering, picking and pinching actions to operate objects, tools or controls. Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Work Environment:

While performing the essential functions of this job, the employee is occasionally exposed to outdoor weather conditions that may vary from extreme heat to extreme cold; and to debris, fumes, odors, airborne particles and dust. The employee is occasionally exposed to the possibility of bodily injury from electrical shock or mechanical hazard. The employee occasionally works in high, precarious places; and is occasionally exposed to toxic or caustic chemicals.

The employee may be exposed to interactions with physically violent and/or mentally or emotionally disturbed persons.

Required Travel:

The employee is frequently required to travel throughout the County.

Computers and Other Equipment:

Computer and relevant software applications; calculator; telephone system; radio communication equipment; facsimile; postage machine; shredder; copier; emergency response vehicle, cellular telephone.

Garfield County
Job Description

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts Garfield County's ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.