



CHEVY CHASE
VILLAGE
POLICE
DEPARTMENT

Police Chief: John M. Fitzgerald

GENERAL ORDER: 4-4.1 POSITION DESCRIPTION—PUBLIC
SAFETY COORDINATOR

DATE: 6/8/2016 Pages: 2 ◇ New ◇ Amended ◆ Revised 4-4.1

I. INTRODUCTION

The Public Safety Coordinator is a civilian position assigned to the Police Department which performs the functions of policy compliance auditor, grants coordinator and administrative assistant. Work involves additional administrative duties as assigned by the Chief of Police. Work requires the exercise of initiative and independent judgment in implementing established work methods and procedures and is performed under the general supervision of the Chief of Police.

II. POSITION DESCRIPTION

It should be noted that the position description reflects illustrative examples of work performed. It is descriptive, not limiting, and is not intended to describe all the work performed.

A. Examples of Work – Policy Compliance and Audit (PCA)

1. Development, review, and organization of the Department's General Orders and Standard Operating Procedures.
2. Creation and/or maintenance of PCA records both written and computerized.
3. Coordinate periodic reviews of all General Orders, Standard Operating Procedures, and departmental forms consistent with agency policies.
4. Coordination/cooperation with allied agencies.
5. Completion of all appropriate reports and communications through the chain of command.
6. Attend MAPP meetings at least 3 times per year.
7. Compile and compare data for a variety of Department reports.
8. Create, implement, and revise records, forms, filing systems, and procedures relating to PCA.

9. Analyze, develop, and implement procedures for expediting administrative workflow for the PCA process.

10. Handling of other duties/assignments as directed by the Chief of Police.

B. Examples of Work – Grants Coordinator

1. Seek out local, state, and federal grants to supplement the Department budget.
2. Act as the Program Manager for all grants awarded to the Department.
3. Comply with grant-mandated reports in a timely manner.

C. Examples of Work – Administrative Assistant

1. Functions as the System Administrator of the CODY RMS and maintains a liaison with the software vendor for updates and technical support.
2. As funds allow, attends the CODY conference.
3. Maintains the CODY RMS.
4. Assists with various reporting and requests for information as directed.

D. Desirable Education and Experience

1. Be a U.S. citizen and at least 18 years of age;
2. Must possess a High School Diploma or GED Certificate recognized in the State of Maryland;
3. Three years of experience in an administrative work environment;
4. Valid driver's license;
5. Strong organizational skills and attention to detail;

6. Excellent verbal and written communications skills;
7. Intermediate to advanced computer software proficiency, including Microsoft Office Suite;
8. Ability to work independently;
9. Ability to maintain a high level of discretion, good judgment, and confidentiality;
10. Ability to understand, interpret, and apply instructions regarding Village rules and regulations and departmental procedures;
11. Ability to establish and maintain effective working relationships with the, Village employees, the general public *and outside agencies*;
12. Ability to enter and retrieve data or information into a terminal, PC, or other keyboard device;
13. Communicate orally and in writing with customers, clients, the public, and other employees in a face-to-face, one-on-one setting;
14. Perform duties rapidly and accurately;
15. Understand and follow oral and written instructions in the English language;
16. Operate standard office equipment: keyboard device, copy machine, computer, and facsimile machine;
17. Be able to remain in a sitting position for extended periods of time;
18. Ability to move or lift 25 pounds.

This directive voids the previous version dated 2/8/2010 .