



CITY OF  
PRINCE GEORGE

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# JOB DESCRIPTION

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<b><u>JOB TITLE:</u></b>	<b>COMMUNITY POLICING COORDINATOR 1</b>	<b><u>SCHEDULE:</u></b>	<b>B</b>
<b><u>DIVISION:</u></b>	<b>POLICE SUPPORT SERVICES</b>	<b><u>PAYGRADE:</u></b>	<b>12</b>
<b><u>DEPARTMENT:</u></b>	<b>PUBLIC SAFETY</b>		<b>(under review)</b>

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## **JOB SUMMARY:**

The incumbent is responsible for the administrative and marketing aspects of Community Policing. The main focus of this role is the development, promotion and implementation of community-based crime prevention programs and community policing within the City of Prince George, in conjunction with the RCMP. The incumbent liaises with the RCMP to initiate and maintain all community policing programs such as, but not limited to, the Restorative Justice program, Citizens on Patrol program, and Neighborhood Watch programs, and participates in various community committees to ensure the success of all programs. The incumbent must display considerable independence and sound judgment while working within established policies and guidelines. Performs related duties as required.

## **MAJOR RESPONSIBILITIES:**

### **Under the general supervision of the Community Policing Coordinator 2:**

#### **Coordinates the community policing function by:**

- liaising with the RCMP and the community to coordinate a broad range of community policing programs;
- creating and coordinating marketing strategies and public relations campaigns related to RCMP community police programs;
- ensuring that pertinent information is available on all programs and services;
- maintaining a high level of communication with all segments of the community as they relate to restorative justice, crime prevention and community safety;
- coordinating and managing program fund-raising efforts and funds;
- ensuring community awareness of programs by attending a variety of community meetings and functions to communicate and promote services;
- performing crime prevention education presentations to schools, businesses, community groups, and various other organizations; and
- researching, soliciting and developing alternative funding options.

#### **Performs administrative functions such as:**

- receiving and processing general front counter complaints;
- composing and preparing correspondence of both a routine and confidential nature;
- ensuring records are current and filing systems are maintained;
- preparing a variety of reports;

- developing and monitoring appropriate budgets;
- preparing a variety of budget-related reports, as requested; and
- providing support for a broad range of special projects.

**QUALIFICATIONS:**

**Education:** High school graduation plus completion of a two-year college diploma program (60 credits) in business or a related discipline, including basic marketing and accounting courses, from a publicly-accredited post-secondary institution recognized in the BC Transfer Guide.

**Experience:** Three years of related grant writing and administrative experience. Knowledge of police environment is an asset.

**Knowledge & Skills:** Considerable knowledge of marketing, fund-raising strategies, grant writing and research. Thorough knowledge of administrative practices and basic accounting principles. Basic knowledge of community policing and a variety of community-based, crime prevention programs. Demonstrated judgment and problem solving abilities. Exceptional ability to self motivate and to function with minimum direction and supervision. Demonstrated ability to be innovative and creative. Excellent interpersonal skills to build and maintain cooperative working relationships with all client groups. Ability to deal courteously, tactfully and diplomatically with member of the general public as well as internal and external customers. Ability to work within, and contribute to, a proactive team environment. Strong organizational and time management skills. Ability to work to deadlines. Excellent verbal and written communication skills. Considerable skill with word processing, spreadsheets, presentation, and related software packages. Well-developed public speaking and presentation abilities. Demonstrated expertise with software programs related to the work. Knowledge of health and safety regulations, occupational hazards and safe work procedures as it relates to the position, including but not limited to: bullying and harassment, working alone and other significant hazards.

Valid B.C. Driver's License:	Yes – Valid BC driver's license, unrestricted Class 5
Vehicle Usage:	Yes – City owned vehicles
Police Information Check:	Yes – As a condition of employment, the incumbent is required to obtain and maintain a clear RCMP Reliability Status.

Prepared by: D Cooper, S Young  
Date prepared: May 2022