

Job Title: Local Public Safety Coordinating Council (LPSCC) Coordinator

Location: Varies

Department: Policy

FLSA Status: exempt, non-overtime eligible, temporary

Purpose of this Position:

Work with county LPSCCs to develop and/or strengthen public safety policy in coordination with key stakeholders. LPSCC Coordinators will be assigned to one of six regions:

- Polk/Yamhill Counties
- Klamath/Lake Counties
- Umatilla/Morrow Counties
- Douglas/Josephine Counties
- Crook/Jefferson Counties
- Hood River/Wasco/Sherman/Gilliam/Wheeler Counties

These positions are funded from January 1, 2017 to September 30, 2019.

Essential Job Functions:

- Plan, coordinate and staff LPSCC meetings, committees and working groups
- Provide all meeting materials to the LPSCC and the public
- Prepare reports and follow-up documents at request of LPSCC Chair and membership
- Manage and facilitate planning and implementation projects for the LPSCC
- Provide resource development assistance
- Work collaboratively with LPSCC members to coordinate development of a strategic work plan, policies and procedures that are updated periodically, consistent with LPSCC mission and goals
- Monitor work plan and provide progress reports to LPSCC
- Research and analyze critical issues identified by the LPSCC to inform the development of policies, procedures, and materials
- Prepare operational and statistical reports to inform LPSCC discussion and decision making
- Promote, evaluate, and facilitate consumer and stakeholder involvement
- Identify and provide speakers for presentations on key subjects
- Monitor, identify and report on state and federal legislation impacting county public safety planning and priorities
- Obtain, analyze and present data relevant to LPSCC goals
- Studies and develops methods to coordinate the availability and development of resources, facilities, and services that are required for, or offered by, the CJCC and its programs
- Monitors grant publications and notifies LPSCC of available funding opportunities
- Ensures LPSCC meets all statutory obligations relating to membership, activity and reporting
- Assists with development of State grant budgets and proposals such as the biennial Justice Reinvestment Grant Program proposal

Job Qualification Requirements:

Any satisfactory combination of experience, education, and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

Special Requirements/Licenses: Possession of valid driver's license

Desirable Requirements:

- Knowledge of local criminal justice systems and county government
- Knowledge of principles, practices, procedures and philosophies of public administration
- Demonstrated ability to support and facilitate a group in collaborative problem solving
- Excellent organizational and interpersonal skills
- Skill in data collection and analysis, with the ability to develop and effectively present information clearly and in a compelling manner
- Skill in the preparation, presentation and administration of budgets
- Skill and proficiency with Microsoft Word, Excel, and PowerPoint
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables
- Ability to work as an effective and collaborative team player
- Ability to write and speak effectively, including the ability to conduct effective meetings
- Ability to establish and maintain effective relationships with government officials, union officials, employees and the general public
- Ability to provide interactive, dynamic communication with governance body

Physical Demands of Position:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to five pounds on a regular basis such as files, books, office equipment, etcetera and may infrequently require moving materials weighting up to 15 pounds. Manual dexterity and coordination are required less than 50 percent of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

Working Conditions:

This position requires ability to work independently, sometimes from home and sometimes in a location with usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Frequent travel by car will be required. Overnight travel, primarily within the state of Oregon, may also be required to attend meetings.

Supervisory Responsibilities:

Supervision of others is not a typical function assigned to this position.

Supervision Received:

Works under the direction of the public safety policy manager in cooperation with the chairperson of each county's LPSCC chair.