

Code: 7125

Title: PROGRAM COORDINATOR, 88-CRIME-UNCLASSIFIED

SUMMARY: Plans and coordinates the 88-Crime program in the office of the County Attorney. This is appointed, unclassified and exempt from Pima County Merit System Rules.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor)

Plans, coordinates and directs the daily activities of the 88-Crime program such as case processing, grant management, funding development and allocation, public relations and volunteers;
Establishes and maintains close liaison with law enforcement agencies;
Reviews case information, coordinates data with proper agencies and ensures confidentiality and anonymity of information provider;
Gathers information and writes news releases, documentaries, case award nominations, news letters and other reports;
Selects unsolved crimes for special publicity;
Prepares and conducts educational programs, presentations and lectures for various community organizations and general public;
Advises Board of Directors and makes recommendations on program administration and reward allocations;
Writes reports, answers questions and provides program information upon request;
Researches availability of grants and other funding sources;
Coordinates fund-raising activities;
Develops program budget and monitors expenditures;
Prepares and maintains financial records;
Represents the County Attorney's Office at various federal and state committee meetings and community law enforcement functions;
Maintains appropriate security and confidentiality of information created or encountered in the performance of assigned duties;
Trains, supervises and evaluates program personnel;
Recruits, trains and supervises volunteers.

KNOWLEDGE & SKILLS:

Knowledge of:

- practices of program coordination and administration;
- principles and practices of public relations;
- financial administration and budget development;
- principles and practices of supervision;
- federal and state funding agencies and grant acquisition procedures;
- interviewing principles and techniques;
- relevant laws, rules and regulations;
- principles, practices and procedures of investigation and prosecution.

Skill in:

- performing administrative work;
- communicating effectively, both orally and in writing;
- developing and monitoring a program budget;

- supervision, training and evaluation of program staff and volunteers;
- fund-raising and grant development;
- maintaining records and preparing reports;
- gathering, analyzing and evaluating data and using sound judgment and reasoning to draw logical conclusions.

DESIRED QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in business or public administration, criminal justice, social science or a closely related field as defined by the appointing authority and two years of experience administering a program.

(Additional relevant experience and/or education from an accredited college or university may be substituted)

OTHER REQUIREMENTS:

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.