

## **PUBLIC SAFETY OFFICER I - COMMUNITY EDUCATION**

**\$16.63 to \$21.62 per hour, 30 hours per week**

**JOB DESCRIPTION:** Under the general supervision of the Assistant to the City Manager, the part-time Public Safety Officer I provides gang and drug prevention programs to La Mirada students, participates in daily after-school programs, and coordinates community activities and events.

**TYPICAL DUTIES PERFORMED:** (These examples do not include all the duties, which may be assigned; any one position may not include all the duties listed).

- Coordinates and conducts public presentations and events in public schools and community groups.
- Prepares gang and drug prevention curriculum and program materials in support of a comprehensive public safety education program in community schools.
- Makes safety presentations to groups and ensures the safety of the community.
- Responds to public inquiries and requests for service, answers questions regarding programs and services, and directs persons to facilities and events.
- Provides information and interpretation of City ordinances, policies, and procedures.
- Organizes and implements daily after-school activities, sports, crafts, clubs, and excursions.
- Promotes, coordinates, and assists with community activities and special events.
- Participates in staff meetings and in-service training as required.
- Assists with law enforcement and parking enforcement functions as needed.
- Adheres to City and departmental policies and procedures. Performs related duties as assigned.

**The incumbent in this position will be an employee of the City of La Mirada and will not be a sworn officer with the Los Angeles County Sheriff's Department.**

### **MINIMUM QUALIFICATIONS:**

**Background:** Must be able to prove eligibility to work in the United States; pass an extensive background investigation including background questionnaire, DMV check, and fingerprinting for the disclosure of any criminal record. Must be able to pass a physical examination including drug-screening tests.

**Knowledge of:** Public relations practices, complaint resolution techniques, and office methods and procedures; general laws, enforcement functions, methods, and procedures; safe driving practices; and report writing skills.

**Ability to:** Communicate clearly and concisely, orally and in writing; and follow applicable oral and written instructions; comprehend and carry out public safety policies, procedures, and regulations; maintain effective working relationships with fellow employees and the public and work within a team-based system; exercise good judgment, courtesy, and tact with the public and staff; exercise initiative and make sound decisions in accordance with established regulations and work independently, without immediate supervision; present a clean, neat appearance appropriate to successful public contact; maintain a California Driver's License as a condition of employment. Utilize quality customer service skills and techniques.

### **EXPERIENCE AND EDUCATION:**

**Experience:** One year of experience in a law enforcement related position or in a teaching position is required.

**Education:** Graduation from high school or the equivalent and college coursework in Criminal Justice, Education or a related field is required.

### **LICENSE OR CERTIFICATE:**

Possession of a valid California Driver's License without suspensions prior to and throughout employment.

**FINAL FILING DATE: OPEN UNTIL FILLED.** Applications are available at City Hall, may be downloaded from the City's website at [www.cityoflamirada.org](http://www.cityoflamirada.org), or by calling (562) 943-0131 ext. 2357. **A completed city application and supplemental questionnaire is required and must be submitted by the deadline to City of La Mirada City Hall, 13700 La Mirada Boulevard, La Mirada, California 90638.**