

ORANGE COUNTY CLASS SPECIFICATION

TITLE: PUBLIC SAFETY COMMUNITY OUTREACH COORDINATOR **GRADE:** 10

TITLE ABBREVIATION: PS COMM OUTRCH COORD **TITLE NO.:** 569050

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: EMERGENCY SERVICES **DIVISION:**

SUPERVISOR'S TITLE: Deputy Commissioner of Emg SRVS-Police Liaison

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for formulation, implementation, evaluation of activities, and personnel in county and grant funded programs that provide outreach and education in Orange County. The incumbent performs administrative and field tasks and provides technical assistance to ensure that program guidelines are met. The position will provide vital cross-divisional support for Orange County Emergency Services by supporting STOP-DWI education initiatives and providing administrative assistance within the Police Services Division, coordinating public safety fairs, wellness events and community events. The work is carried out according to guidelines and County and State regulations under the general supervision of the Deputy Commissioner of Emergency Services-Police Liaison. Does related work as required.

TYPICAL WORK ACTIVITIES:

Monitors and evaluates programs, develops instruments for data collection and evaluation, collects required data, supervises the maintenance of required records, analyzes data and compiles reports as required by federal, state, and local agencies;

Coordinates within the Emergency Management Division, helping ensure timely and accurate public communication before, during, and after;

Plans and coordinates program services with community, county and state agencies to avoid duplication of services;

Provides education and outreach for the Stop DWI Program under the Police Services Division, focusing on prevention, education, and community engagement to reduce impaired driving;

Coordinates participation in public safety fairs, community events, school visits, and educational campaigns to improve public safety awareness;

Coordinates wellness and mental health program resources, initiatives and events to support the well-being of first responders and public safety staff;

Participates in the administration of assigned programs by providing on-site supervision of programs within the physical targeted area of community;

Identifies, develops, and maintains a referral network and specific contacts needed to provide support to the population;

Assists Deputy Commissioner of Emergency Services- Police Liaison with design, program planning and implementation of activities related to outreach efforts, case management, environmental and public health concerns;

Develops, maintains and updates any manuals required by assigned programs;

Represents the outreach programs to advocate for community and public issues in both public and government forums;

Coordinates with all divisions within the Department of Emergency Services;

May represent the Department at meetings as appropriate.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of the social issues of the inner city and rural areas; knowledge of Federal and State laws and regulations, available community resources and programs for potentially-eligible clients; working knowledge of community organizations; working knowledge of case management; ability to plan and supervise the work of others; ability to work cooperatively with public and private organizations meeting the needs of local residents; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with others; ability to train and evaluate performance of program employees; ability to work in a multicultural environment; initiative; resourcefulness; integrity; physical condition commensurate with the position.

MINIMUM QUALIFICATIONS: Either:

- A. Bachelor's degree or higher and two (2) years' experience in a community-based agency coordinating or implementing public programs;
OR
- B. Associate's degree or completion of sixty (60) college credits and three (3) years' experience as outlined in (A) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ADOPTED 4/18/26