

COMMUNITY ALLIANCE FOR SAFETY AND PEACE (CASP) PROGRAM MANAGER

**BARGAINING UNIT/CLASS CODE: None
RANGE C23**

DEFINITION

Under general direction of the Deputy City Attorney/Community Safety Director (CSD), the Community Alliance for Safety and Peace (CASP) Program Manager manages and coordinates the daily operations of the CASP program. Coordinates efforts to strategically address the problem of gang-related violence in Salinas and assist in the greater impact it has throughout Monterey County. Facilitates and coordinates the work of the Implementation Team(s) at the direction of the CSD and the CASP Steering Committee.

DISTINGUISHING CHARACTERISTICS

This is a single position classification. It is characterized by the responsibility to work with educators, community based organizations, federal, state and local public safety agencies and residents to bring safety and peace to the community. This position will be working with different projects, and seeking other state and federal grants available to combat gang violence. This temporary position is state grant-funded and is for a two-year term only and has different benefits from regular City of Salinas employees.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Deputy City Attorney/Community Safety Director or as designated. May exercise general supervision of others, including staff and/or volunteers on a task oriented basis.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Coordinate the City's CASP program and perform a wide variety of complex projects in support of the CASP program. Responsible for the administrative and information management of the program, including adherence of CASP activities to the established guidelines, and bylaws and orientation of new members; Coordinate and facilitate meetings and activities of the Steering Committee, Executive Committee, and other sub-committees of CASP; prepares meeting agendas and creates correspondence; Prepare and make presentations to community groups, committees and other groups. Assist Executive Committee in identifying and recommending potential members for current and anticipated vacancies on the CASP Steering Committee and Implementation teams; Facilitate the implementation team(s) and ensure implementation of evidence-based programming and planning sessions; assist in the development of service standards (benchmarks/best practices) and in setting priorities for policy development. Prepare analytical and technical reports; ensure timely collection of data from partners necessary for evaluation of the project by local and state evaluators and submit project reports. Identify federal, state, local and private grant opportunities; coordinate and participate in applications in response to request for applications to ensure sustainability of City and CASP efforts on an ongoing basis. Develop and maintain ongoing partnerships with educators, community based organizations, federal, state and local public safety agencies and residents. Ensure that clear lines of communication and direction are defined with agencies and organizations providing staff to the implementation team(s). Develop effective information and resource sharing between the public, private and non-profit sectors and key constituencies. Develop public awareness documents and publicity materials. Attend meetings of the communications committee; maintain CASP website integrity and communication in concert with CSD. Plan, prepare and schedule trainings to community, civic groups, businesses, schools and others. May supervise volunteers. Promote and maintain safety in the work place. Perform other duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computers, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 30 lbs.; physical stamina sufficient to sit, stand or walk for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

**CITY OF SALINAS
COMMUNITY ALLIANCE FOR SAFETY AND PEACE (CASP) PROGRAM MANAGER (continued)**

Business office working environment subject to sitting at a desk or standing in front of an audience for long periods of time; bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally, work conditions involve directing activities of volunteers in an outdoor environment, in all weather conditions. May work extended hours and weekends on occasion.

QUALIFICATIONS

Knowledge of: Data collection and analysis protocols, as well as how to read, interpret, synthesize, and clearly explain data orally and in writing to a wide range of audiences. Multitask and move flexibly among a variety of complex tasks—from public speaking and writing grants to managing program funds. Understand and develop short and long-term plans for implementation and work well with personnel at different levels of responsibility, from agency heads to grassroots personnel and from a variety of disciplines; law enforcement, education, social services, justice systems and outreach. Understand the risk factors leading to gang involvement, local gang activities and gang research, community dynamics and history, and prevention/intervention/suppression strategies; and to explain these concepts to others from a variety of educational and cultural backgrounds. Meeting facilitation, conflict resolution, and consensus-building skills that enable the Manager to serve as an intermediary between agencies, resolve differences of opinion during meetings, and effectively address potentially inflammatory and emotional topics. Effective written and oral communications techniques used in working with individuals from a diverse ethnic and socio-economic background. Principles and techniques for influencing community members. Principles and practices of planning and promoting programs. Conflict resolution techniques. Operation of personal computers with proficiency using word processing programs.

Ability to: Develop and implement projects and the skills to coordinate activities, as well as engage, and motivate staff from a variety of agencies and racial/cultural/economic backgrounds, including staff over whom the Manager has no direct supervisory authority. Meet and facilitate conflict resolution, and consensus-building skills that enable the Manager to serve as an intermediary between agencies, resolve differences of opinion during meetings, and effectively address potentially inflammatory and emotional topics. Develop a commitment to and belief in empowerment and the understanding that the effort to bring safety and peace to the community is not a single responsibility. Sustainability will require that people in government, CBOs, and the people of Salinas must feel they are empowered to make a difference. The ability to help develop new leaders and allow them to lead and be optimistic, think positively and look at the challenges as opportunities.

License or Certificate:

Possession of a valid California (Class C) Driver's License.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required would be any combination equivalent to graduation from an accredited four-year college with a degree in Public Administration, Business Administration, Administration of Justice or a closely related field; and two (2) years increasingly responsible experience involving program coordination and/or management in one of the following areas: community relations, law enforcement, public health, human services, recreation, or community welfare, preferably in a municipal agency. Bilingual in Spanish and English strongly desired.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 07-10