

Department: Operations
FLSA: Exempt
Classified: Unclassified (Pay Plan) – B01
Reports to: Director of Public Safety
Adopted: September 22, 2022

City of Stamford

CLASS SPECIFICATION

Job Title: PUBLIC SAFETY COMMUNITY ENGAGEMENT LIAISON

Job Summary: Under the general direction of the Director of Public Safety, is responsible for developing, implementing and coordinating community outreach programs related to community engagement, public education, media relations and volunteer activities; plan and coordinate community relations activities with various neighbor associations, local affinity associations, religious groups, and non-profit organizations. Identify public safety concerns and work with superiors to put sustainable solutions in place. Performs related duties.

Supervision Received: Under the general direction of the Mayor or the Mayor’s designee.

Supervision Exercised: Responsibilities may include the indirect supervision of support staff.

Examples of Duties:

- Develop, implement and coordinate strategies, projects and programs designed to bridge gaps and increase community engagement between the City of Stamford and local residents and organizations.
- Participate in determining community training and education needs to develop and implement training programs and workshops to meet identified needs.
- Plan and organize initiatives that engage and respond to the needs of the community.
- Represents the Mayor’s Office at community gatherings (e.g., neighborhood associations, cultural organizations, religious groups, local affinity associations, etc.).
- Serve as a liaison between Mayor’s office and community on public safety related issues by proactively following working with the Police, Fire, Health, and Social Services departments.
- Follow trends with the Police department and youth relations and work to reinforce and better relationships where needed.
- Work closely with the Police department to develop preventative measures for the reduction of crimes.
- Collaborate with the health department, Police department and non-profit organizations to develop innovative help those suffering from substance abuse, behavioral health and homelessness.
- Implement programming with the Fire Department to inform residents of fire safety protocols; work with Director of Public Health to inform residents about public health issues and with the Police Department to inform residents about public safety issues.
- Assist in the recruiting of candidates for the Fire and Police departments.
- Performs related duties as required.

Knowledge, Skills and Abilities:

- Thorough knowledge of the principles and techniques required to develop, implement, coordinate and evaluate programs and activities related to community engagement.
- Thorough knowledge of the principals of data collection, report preparation and presentation.
- General knowledge of pertinent federal, state and local laws, codes, ordinances, regulations and guidelines.
- General knowledge of office procedures, methods and equipment including computers and applicable software applications such as Microsoft Office.
- Ability to work with diverse groups.
- Ability to deal effectively with others.
- Ability to express ideas clearly and concisely, both verbally and in writing, and be able to communicate with tact and professionalism under various conditions.
- Ability to establish and maintain effective working relationships with the public.

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's Degree with major course work in public relations, communications, criminal justice, business administration, public administration or a related field. Five years of increasingly responsible relatable experience including experience involving public relations, community relations, and/or communications work which included program development/coordination and the dissemination of information to the public; or an equivalent combination of education, training and experience.

Working Conditions, Physical and Mental Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

Rarely (R)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	R	O	F	C	Frequency:	R	O	F	C	R	O	F	C
Physical Demands:					Depth Perception								
Standing					Color Distinction								
Walking					Peripheral Vision								
Sitting					Driving								
Lifting					Physical Strength:								
Carrying					Little Physical Effort (-10 lbs.)								
Pushing					Light Work (-20 lbs.)								
Pulling					Medium Work (20-50 lbs.)								
Climbing					Heavy Work (50-100 lbs.)								
Balancing					Very Heavy Work (100+ lbs.)								
Stooping					Environmental Conditions:								
Kneeling					Cold (50 degrees F or less)								
Crouching					Heat (90 degrees F or more)								
Crawling					Temperature Changes								
Reaching					Wetness								
Handling					Humidity								
Grasping					Extreme Noise or Vibration								
Twisting					Exposure to Chemicals								
Feeling					Exposure to Gases and Fumes								
Talking					Exposure to Unpleasant Odors								
Hearing					Exposure to Bodily Fluids								
Repetitive Motion					Exposure to Dampness								
Hand/Eye/Foot Coordination					Confinement to a Small/Restricting Area								
Visual Acuity/Near					Mechanical Hazards								
Visual Acuity/Far					Physical Danger								

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Stamford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City when necessary.