

CRIME REDUCTION AND SAFETY ADMINISTRATOR

- Review and monitor all municipally funded programs, departments and initiatives designed to directly or indirectly reduce crime and improve safety
- Review other initiatives that are involved in crime reduction and safety to determine opportunities for program expansion
- Develop a comprehensive inventory of crime reduction and safety programs
- Develop efficacy measurements to determine the success of existing programming
- Develop, coordinate, and implement a variety of crime prevention, safety, and community relations programs.
- Interface with the media, law enforcement, city council, city administration, and others regarding these programs and other City crime-related issues.
- Serve as an information resource to citizens and the general public.
- Research and respond to constituent issues and concerns as requested
- Writes program policies and manuals
- Designs, writes, and produces brochures, visual aids, and other program documents
- Perform research, provide input, and review proposed City ordinances related to crime prevention, as assigned
- Prepare and deliver oral presentations in front of public groups
- Maintain statistics and prepare reports on crime data, designed to inform future decisions
- Perform other duties as directed by the Chairperson of the Commission