



Job :	Community Service Officer	FLSA:	Non-Exempt
Department/Div:	Police Department	EEO-4:	
Reports to:	Police Sgt.	Date:	4/2024
Supervises:	None		
Annual Pay:	\$46,009.08 (Depending on Qualifications)		

JOB SUMMARY

Under general supervision, provides direct service assistance to Boys and Girls Teen Center, City of Brunswick Parks and Recreation, various community groups and individuals to facilitate community outreach efforts using community oriented policing and problem oriented policing techniques; works on special projects and assignments given by the Chief of Police or as requested by other personnel including to contact community members on behalf of city Police Officers; and assists in identifying and formulating strategies to assist law enforcement in addressing community issues and problems relating to youth in the City of Brunswick. Work is performed without direct supervision.

MAJOR DUTIES

1. Respond to phone calls, emails, projects, or assignments assigned by the Chief of Police, may be required to respond to calls/issues after hours including evenings and weekends; keep Chief of Police apprised of progress and completion of projects or assignments.
2. Organize and conduct oral presentations and/or meetings with community groups, neighborhood watch groups, youth groups and/or organizations.
3. Conducts recreational and educational activities such as sports, games, dances, violence prevention, drug prevention, and other special events or program participants.
4. Participate in program planning sessions with school districts, social service agencies, weed and seed, teen center, and recreation staff to develop activity and lesson plans; provide a variety of activities for program participants.
5. Identify community issues and problems; determine and evaluate alternative courses of action to resolves such issues and problems.
6. Coordinate various events and programs including the Neighborhood Watch programs and the annual City-wide National Night Out event.
7. Monitor site facilities: ensure safety of facilities provide information and assistance as needed.
8. Performs general law enforcement duties as required.
9. Provide available resources to residents, visitors, and businesses in the City of Brunswick on crime prevention information and security inspections.
10. Organize and implement alternative community activities for at risk program participants of various age groups in programs such as volunteer projects, social functions, or other related programs.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of principles, practices, and techniques of team building, conflict resolution, processes used in collaborative decision making, consensus building and meeting facilitation.
2. Knowledge of operating policies, procedures, and functions of the Brunswick Police department and the City of Brunswick.

3. Knowledge of pertinent federal, state and city laws and/or ordinances.
4. Knowledge of communication principles and practices including effective communication practices and techniques used in working with individuals from a variety of ethnic and socio-economic cultures.
5. Knowledge of computer applications such as Word, Excel and database applications.
6. Skill in motivating, relating to and communicating with youth from a wide variety of backgrounds.
7. Skill in organizing and maintaining large groups.
8. Ability to plan, organize and implement recreational programs and activities.
9. Ability to establish and maintain effective working relationships with those contacted in the course of work including the general public.
10. Ability to respond quickly and effectively in an emergency.
11. Ability to respond to requests or inquiries from the general public.
12. Ability to perform a variety of community relations activities, exercise independent judgement and work with minimum of supervision.
13. Ability to relate well and communicate effectively with all segments of community.
14. Ability to prepare clear, concise, factual, and thorough reports and statements.
15. Ability to use sound judgement in following and applying appropriate laws, regulations, policies, and procedures.
16. Ability to organize and prioritize work assignments.
17. Ability to clearly and concisely, both orally and in writing.
18. Ability to demonstrate an awareness and appreciation of the cultural diversity of the community.
19. Ability to analyze situations and adopt a course of action.

SUPERVISORY CONTROLS

The Police Sergeant assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Georgia Law 35-8-8 requires in part that a person employed in any police service classification:

- be a citizen of the United States
- have a high school diploma or its recognized equivalent.
- not have been convicted by any state or by the federal government of any crime, the punishment of which could have been imprisonment in a federal or state prison or institution; nor shall he have been convicted of sufficient.
- misdemeanors to establish a pattern of disregard for the law.
- be fingerprinted and a search made of local, state and national fingerprint files to disclose any criminal records.
- possess good moral character as determined by investigation under procedures established pursuant to the Act.
- have an oral interview with the hiring authority or representative(s) to determine such things as applicant's appearance, background, and ability to communicate.
- be found, after examination by a licensed physician or surgeon, to be free from any physical, emotional, or mental conditions which might adversely affect his exercising the duties or powers of a peace officer.

COMPLEXITY/SCOPE OF WORK

Work involves the responsibility of serving the citizens by enforcing traffic laws in specified areas as determined by data gathered from vehicle accidents and incidents and/or as directed by officers of superior rank. Work normally consists of routine patrol, accident investigation and reconstruction, and traffic control duties during an assigned shift which may be performed in cruiser cars, on foot or in the police station. Work may involve personal danger and require employees to act without direct supervision and to exercise independent judgment in meeting emergencies. Assignments and general instructions are received through citizen complaints or officers of superior rank. Work is reviewed through reports, personal inspection, and discussion.

CONTACTS

- Contacts are typically with co-workers, other city employees, youth, representatives of other public safety agencies, leaders of various community groups, directors of teen center and parks and recreation department, and members of the public.
- Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence

people.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

Physical and mobile ability to work in an office and field setting; to walk, stand, or sit for prolonged periods of time.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

NONE

MINIMUM QUALIFICATIONS

- 2 years of college level course work in psychology, sociology, recreation and or closely related field required.
- 3 years of police and community work experience that includes the responsibility of coordinating youth or recreational activities.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Ability to meet current requirements set forth by the Peace Officer Standards and Training Council for the State of Georgia.

The City of Brunswick is an Equal Opportunity and E-Verify employer.