



Seminole County Sheriff's Office

COMMUNITY OUTREACH ADMINISTRATOR

Class Spec Code: 1091

Established Date: 02/15/2021

Last Revised Date: 11/18/2022

Effective: 11/18/2022

Salary Range

\$55,307.20 -
\$82,971.20 Annually

Bargaining Unit

N/A

EEO

EEO4-Technicians

Occupational Group

N/A

FLSA

Exempt

Benefit Code

FT BENEFITS

Physical Class

DTME

Classified Service

No

General Description

Performs public outreach through community relation activities in targeted neighborhoods, with nonprofit and private sector companies and agencies, and through the faith-based community. Through collaboration, coordination, community participation and leveraging resources, furthers the mission, philosophy, goals, and objectives of the Seminole County Sheriff's Office.

Typical Duties

Note: Listed functions, duties, responsibilities and skills is not intended to be all-inclusive and the employer reserves the right to assign additional responsibilities as deemed necessary for the operational efficiency of the Sheriff's Office.

Builds and maintains positive relationships with members of the community and working relationships with key personnel from identified agencies, businesses and

programs. Attends community programs and events to promote community collaboration and partnerships with the agency.

Plans, develops, implements and organizes events, educational programs and activities designed to advance the mission and goals of the agency. Performs follow-up and ongoing activities.

Organizes and attends community outreach programs and coordinates special events that will promote community collaboration and partnerships with the agency. Encourages participation within the community, and marketing of activities in coordination with Public Affairs.

Distributes various content pieces and materials that promote the agency's resources and programing, as well as individuals or groups within the agency.

Responds to inquiries from community members and other interested parties, and when necessary, recruits a knowledgeable spokesperson or representative to assist.

Performs community outreach through clear and concise communication in keeping with the agency's mission, philosophy, goals and objectives.

Agency member may be required to represent the agency on various community boards, including non-profits, Homeowners Associations, and task-forces.

Produces status reports as requested or required.

Performs other related duties as assigned.

Minimum Qualifications

- Bachelor's Degree in Criminal Justice, Education, Public Administration, Communications
- Five (5) years related experience working with outreach programs and community improvement initiatives
- Must possess and maintain a valid Florida Driver's License.

Knowledge, Skills, Abilities & Other

Regular and prompt attendance is mandatory in the performance of an employee's duties for this position, to include scheduled work hours, and required training activities, calls for mandatory overtime needs and calls for service during times of an emergency.

Ability to demonstrate ethical and professional behavior, analyze information or situations, synthesize information and/or circumstances, and solve problems.

Ability to express ideas both verbally and in written form in a clear and concise manner and in keeping with the agency's mission, philosophy, goals and objectives. Superior interpersonal skills and ability to work well as part of a team. Ability to work independently. Ability to deal effectively and courteously with the public, co-workers, and superiors.

WORKING CONDITIONS

The work environment for this position a combination of office and outdoor;

however, most components of work are performed outdoors in all weather conditions. Work is performed during hours conducive to the furtherance of the job objectives. In addition to general business hours, work will be required outside of normal business hours including evenings, weekends and some holidays. The incumbent will be required to work any schedule that fulfills the needs of the position.

PHYSICAL ATTRIBUTES REQUIREMENTS

Mobility-Most work is sedentary, some standing, walking, driving; constant use of a computer

Visual-Constant overall vision; constant eye-hand coordination; frequent reading/close-up work

Hearing/Talking- Requirement to hear normal speech; hearing on telephone; talking on telephone or during presentations

Emotional/Psychological-Frequent public contact; decision-making and concentration

Special Requirements-Ability to behave respectably and with utmost integrity even when off duty. May be required to respond for any critical incident, manmade or natural; some assignments may require working weekends, nights, and/or occasional overtime