

## **COMMUNITY ENGAGEMENT AND RECRUITMENT COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** Employees in this class performs a variety of duties in assisting the Sheriff with creating and maintaining community connections and staff recruitment. The incumbent serves as a vital link and liaison between the Sheriff's Office and the residents of Broome County, as well as managing and overseeing the Community Engagement Office. Work is performed under the general supervision of the Sheriff with leeway allowed for the use of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Works with community groups to identify current crime concerns and initiates appropriate strategies;

Coordinates the development and distribution of information to the community regarding community events, programs, and public information;

Provides insight and recommendations on issues including but not limited to law enforcement and safety concerns in the community, policy review and development, and police training;

Establishes an open dialogue and transparency with the community concerning the Office of the Sheriff's policies, procedures, operations, and trainings;

Attends various community-based meetings to promote the Sheriff's initiatives, share case information, and to ensure an accurate understanding of the community and it's concerns;

Develops a comprehensive and current understanding of crime issues to assist the community with implementation of strategies to address criminal activity and quality of life concerns;

Represents the Sheriff's Office at community-based meetings, public events, and special engagements;

Informs and collaborates with appropriate internal staff and leadership on specific public safety issues;

Establishes and maintains relationships with community leaders, government/law enforcement partners, and elected officials;

Prepares and maintains a variety of reports;

Identifies future hiring needs and attracts suitable candidates through various methods such as online employment forums, social media, etc;

Attends career fairs and performs outreach to enhance the recruitment efforts for the Sheriff's Office.

**COMMUNITY ENGAGEMENT AND RECRUITMENT COORDINATOR-cont'd**

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the Office of the Sheriff's mission, initiatives, procedures, policies, and goals;  
Good knowledge of the principles and practices of community relations;  
Good knowledge of the techniques of effective public speaking;  
Good knowledge of the proper methods of the presentation and distribution of information;  
Ability to establish and maintain effective working relationships with a wide variety of people;  
Ability to express oneself clearly and concisely;  
Ability to operate a personal computer and utilize a variety of software programs;  
Ability to design and implement recruiting strategies;  
Ability to work with and serve a divergent local community in a courteous, tactful, and effective manner;  
Ability to communicate effectively both orally and in writing;  
Strong passion for community and external relations;  
Resourcefulness; Dependability; Good judgment; Initiative; Tact.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or New York State college or university with an Associate's degree in Criminal Justice, Homeland Security, or closely related field and two years of experience in law enforcement; OR
- B) Graduation from a regionally accredited or New York State college or university with an Associate's degree and three years of experience in law enforcement; OR
- C) Graduation from high school or possession of an equivalency diploma and five years of experience in law enforcement.