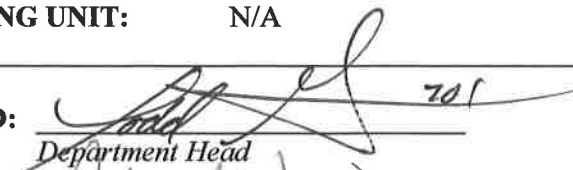



**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: DASO Programs Coordinator		PAY GRADE: 14
DEPARTMENT: Sheriff's	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	
REPORTS TO: Captain	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
BARGAINING UNIT: N/A	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
APPROVED:		
 _____ Department Head	2/9/12 _____ Date	
 _____ Human Resources Director	2/10/12 _____ Date	

I. PURPOSE SUMMARY.

Responsible for the development, implementation, and evaluation of DASO law enforcement oriented educational programs such as D.A.R.E and G.R.E.A.T., citizens academies, academy and biennial general instruction core classes as needed and when certified to do so, preservation and upkeep of the department's historical museum and the supervision of program compliance and employees assigned in collateral duty and volunteers to instruct classes in support of the programs.

II. ESSENTIAL DUTIES.

A. Supervision

1. Oversees staff and resources for the programs.
2. Plans, assigns and directs work, resolving day-to-day problems, assists with the development of program goals, objectives, timelines and schedules, provides written evaluation feedback to program manager and employees.
3. Establishes goals, objectives and performance measures for program activities, including program instruction evaluation for staff/volunteers through feedback.
4. Assists in developing, conducting, and coordinating the training and work instruments required by the program standards set in the performance of their duties.

B. Program Administration

1. Collects and analyzes data to evaluate programs.
2. Facilitates instructional schedules and community meetings as needed to achieve program goals.
3. Conducts evaluations and diagnostic studies to assess the quality and performance of the programs.
4. Assists in the oversight of program/grant contracts to ensure financial and programmatic compliance with all grant conditions and objectives.
5. Provides the supportive, technical and/or management assistance necessary to resolve operating problems, improve quality of services, efficiency, effectiveness of operations, and to enhance service levels.
6. Serves as a liaison and participates in collaborative partnerships internal and external to the department to elevate visibility for projects, programs, activities, tours and classes with the intent to increase community awareness and participation.
7. Works with staff to disseminate information about the programs.

8. Is responsible for maximum resource utilization by staff and clientele by providing service information to avoid duplication of resources in cooperation with other government or community-based organizations.
9. Maintains good working knowledge of activities, community trends and/or emerging contextual issues as they may affect assigned operation areas.

C. Communicating and Reporting

1. Meets with Captain assigned and program staff on a regular basis
2. Represents the department and assigned programs either personally or through subordinates at local, state, or national workshops, community meetings and other functions as requested by the Sheriff or designee.
3. Promotes and disseminates information and visibility for the department activities to increase participation through information exchange with local service providers, community projects/programs, school districts and governmental agencies.
4. Develops and maintains cooperative working relationships with agencies and organizations.
5. Facilitates the prompt and accurate submission of information reports or narratives as required by funding agencies.
6. Contributes to major grant and proposal writing and assists in the identification of funding resources to assist in the implementation of the programs.

III. ADDITIONAL DUTIES.

1. Records historical items donated to the department museum, maintains appearance of museum, schedules presentations for schools, public and other agencies to tour the museum.
2. Performs other duties as assigned.

IV. QUALIFICATIONS.

A. Education. Bachelors Degree in Criminal Justice, Administration or related field.

B. Experience. Two years of related experience in community program planning, administration, or public relations. Prior law enforcement experience is highly desirable. Lead worker or supervisory experience is preferred.

C. Education/Experience substitution. In accordance with County policy.

D. Licenses/Certifications. Valid Driver's License.

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must pass background check. NO FELONY CONVICTIONS.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Government and community resources and networks, and the issues facing the communities served.

Must have skill in: Establishing and maintaining good working relationships with employees, the public, community organizations and service providers while making effective use of community resources; Operating a computer using software including Microsoft Office Suite.

Must have ability to: Work well with individuals from a variety of different social and economic backgrounds including community leaders, residents, service providers, local officials and elected representatives; Work independently; Develop collaborative partnerships; Facilitate meetings; Maintain confidentiality; Communicate orally and in writing; Interpret, organize, coordinate and execute assignments, projects and programs.

2. FREEDOM TO ACT.

Work is performed under general supervision of the division manager. Supervises employees in the performance of collateral duty and activities of the programs assigned.

3. GUIDELINES AND JUDGMENT.

Employee must be able to independently direct and carry out the assignments as delegated within the allotted timeframe.

4. PHYSICAL DEMANDS.

The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, and driving an automobile.

5. WORK ENVIRONMENT.

The work area is adequately lighted, heated, and ventilated, and involves everyday risks or discomforts that require normal safety precautions and safe work practices.

6. SUPERVISORY RESPONSIBILITY.

Supervisory responsibility for assigning and directing staff and volunteers assigned.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by:

_____ *Employee*

_____ *Date*

02/12