



EMPLOYMENT OPPORTUNITY

School Resource Specialist (Police Department)

Salary: \$20.06 hourly

Filing Deadline: 5:00 PM, Wednesday, November 3, 2021

*The City of El Centro is seeking to fill a vacant full time temporary position of School Resource Specialist in the City of El Centro Police Department funded by a grant. This position will be entitled to certain benefits provided by the city. Applicants should possess the required qualifications as outlined below. Interested applicants should submit a completed job application to the Human Resources Department located at 1275 W. Main St., El Centro by the closing date listed above. * A copy of the City's Job/Grade Classification and Salary Schedule for all positions is available on the City's website; www.cityofelcentro.org*

Summary: Under general supervision, the School Resource Specialist (SRS) will be the full-time tobacco grant coordinator and the primary focus will be working with the El Centro Elementary School District and the Central Union High School District. The SRS will serve as the Tobacco Grant Coordinator and collaborate with the Imperial County Public Health Department and other City of El Centro Departments to facilitate tobacco grant related activities and enforcement actions. The SRS will provide students, teachers, parents and others education and training on the negative effects of tobacco and will provide education presentation(s) at minimum, on a quarterly basis.

Distinguishing Characteristics: This position will receive direction from the designated Police Sergeant.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

ESSENTIAL JOB FUNCTIONS:

- Analyzes and stays abreast of public health policy and standards.
- Monitors the grant budget, including the rate of expenditures and compliance with budgeting requirements, including indirect costs, if applicable.
- Develops grant reports, collects data and maintains data on the grant program.
- Complies with all program, financial and evaluation guidelines and requirements of the grant.
- Manage and direct grant funded operations for the tobacco prevention and education.
- Oversees all daily tobacco control enforcement activities and implementation of all grant activities.
- Serves as the program point of contact for the Imperial County Health Department.
- Prepares and modifies budget and scopes of work.
- Prepares and submits monthly and quarterly activity reports on Tobacco Grant to the Police Commander.
- Works with ECPD staff to conduct evaluation of sting operations and review and update youth decoy operations.
- Responsible for the enforcement activity on decoy operations, shoulder tap, inspections, and other enforcement strategies.

- Participates and presents at local enforcement regional and statewide tobacco control meetings and conferences and to report and share project successes, lessons learned, and best practices, which will be used to train department personnel and will be written into our agency tobacco policy.
- Conducts presentations to El Centro School Districts, community agencies, local law enforcement, retail stores and in-house personnel quarterly, at minimum.
- Responsible for the City's new tobacco retail licensing ordinance in collaboration with Imperial County Public Health Department.
- Will work with both School Districts and the Imperial County Public Health Department on community outreach and educational campaigns to educate the community of the negative health effects of tobacco use.
- Will develop social as well as conventional media to directly connect and educate our student/youth population about the negative effects of tobacco use and will be in accordance with the Tobacco Grant
- Prepare communication, such as memos, emails, invoices, reports and other correspondence.
- Participates in all related meetings and training sessions as needed.
- Works with youth peer leaders to conduct brief interviews in the community with different groups of stakeholders about several tobacco related issues.
- Able to attend various meetings and workshops or act as a facilitator.
- Arrives to work on time with acceptable attendance.
- Performs other related duties as assigned.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

QUALIFICATION GUIDELINES

MINIMUM QUALIFICATIONS

Education, Experience, Certifications and Licenses:

REQUIRED:

- High School Diploma or equivalent.
- One (1) year experience working with the public.
- Current California Class C Driver's license and acceptable driving record.

DESIRABLE:

- Completion of course work in the principles of police science and criminal investigation.
- Experience in property and evidence collection and management.

Knowledge, Skills and Abilities:

- Knowledge of tobacco control trends and strategies that target children, youth and adults, including advertising, policies and standards, and promising or best practices.
- Knowledge in technical skills and proficiency in computer applications for research and education resources.
- Skill in developing and delivering oral presentations.

- Skill in interpersonal communication from a varied backgrounds and age groups.
- Skill in creating and maintaining a filing system.
- Ability to provide technical assistance to various organizations in planning and managing community-based programs.
- Ability to communicate effectively orally and in writing.
- Ability to analyze budgets and expenditure data.
- Ability to formulate and implement policies and procedures.
- Ability to be a team player and work collaboratively with coalitions and community agencies.
- Ability to be organized, proactive, work independently and be a self-starter.
- Ability to manage multiple projects and priorities with various deadlines and tasks.
- Ability to add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.
- Ability to exercise sound independent judgment and act within policy guidelines.
- Ability to maintain confidentiality.

Physical/Work Environment Demands

- Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast-paced work environment and effectively deal with community, health professionals, employees, and others.
- Is regularly required to sit, stand, walk and move through all areas of the city.
- Intermittently, operates standard office equipment or motor vehicle.
- Twist to reach equipment surrounding desk.
- Walk to observe department activities.
- Bend and squat to perform file searches.
- Perform simple grasping and fine manipulation.
- Use telephone and write or use a keyboard to communicate through written means.
- May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull.
- Occasionally lift and/or move up to 20 pounds.

Equipment and Tools Utilized:

- Personal computer, copier, fax and other standard office equipment
- Radios, cell phones and other communication devices.
- Department vehicles.

If you have a disability that requires assistance at any point in the recruitment process (for example, filling out applications, testing, interviewing), please notify the Human Resources Department. The City of El Centro performs job-related medical/physical evaluations and pre-employment/promotional drug screening. EEO/ADA.