

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Community Outreach Specialist

Class Code: 7541

Pay Grade: 317

GENERAL CLASS DESCRIPTION:

Under general supervision, designs and maintains comprehensive community outreach and crime prevention programs. Researches, designs, and develops departmental crime prevention materials, social media content, and web site information for distribution. Conducts safety and security surveys/audits of university buildings and departments. Researches, designs and conducts educational outreach programs. Must be willing to work flexible hours to accommodate special requests. Performs all duties associated with the general class description for Police Officer III and contributes to the department in that capacity when needed.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Responsible for collecting crime data, organizing and analyzing crime data and subsequently recommending prevention and outreach initiatives to address crime-related issues.
2. Conducts security surveys/audits of campus buildings, facilities, and grounds that serve as a foundation for campus security improvements. Among the elements that may be included in a campus security survey are the following: analysis of the risk contributing to loss potential, exterior lighting, landscaping and plant growth, exterior windows, other exterior entrances, exterior utility areas, parking areas, trash container areas, interior lighting, exterior door control systems, other high risk areas, safes and vaults, intrusion detection duress and burglar alarms, employee security training, interior windows, ceiling construction, vending machine areas, restrooms, mechanical equipment rooms, and teller or cashier's windows.
3. Periodically monitors the campus during evening hours and reports all lighting deficiencies to maintenance.
4. Coordinates or supervises the regular checks of campus emergency reporting systems. Reports all malfunctions to the proper department and flags the components that are out of order.
5. Responsible for the design, development and delivery of numerous types of outreach programming (lectures, seminars, workshops, etc.) on campus and off campus. Such programming includes alcohol awareness, drug awareness, personal safety and self-protection including sexual assault and inter-personal violence,

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed nor is it intended that related duties cannot be required.

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managing high risk situations, disruptive people, new student orientations, graduate student orientations, international student orientations, new employee orientations, residence hall staff trainings, and others as designated.

6. Responsible for designing, developing and delivering special crime prevention programs on campus and off campus. Such programming may include theft of property and identity, safety tips for runners, ATM security, prevention of carjacking, crime prevention for camp attendees, handling harassing or obscene telephone calls, credit card security, computer theft and information security, and unwanted solicitations.
7. Responsible for the research, design, and production of crime prevention and outreach materials such as brochures, posters, electronic newsletters, media ads, social media content, etc. Distributes these resources to campus information centers, student organizations and organized living areas. May also be involved in the production of electronic media presentations.
8. Builds and maintains working relationships with faculty, staff and students who can assist the research, design, production, development and delivery of educational materials.
9. Develops and coordinates methods and strategies to identify and report safety and security related Reports concerns to the proper resolving authority.
10. Within educational offering opportunities, promotes and is knowledgeable about other organizations and their benefits to the safety of students, faculty, and staff.
11. Performs all duties required of a Police Officer III as needed by the department.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Skill in oral communications as demonstrated by effective ability to provide general information and directions, mediate disputes, interview witnesses and suspects, testify as a witness in court, and design and implement program presentations.
2. Skill in written communications to produce reports and documents in the English language with clearly organized thoughts using proper sentence structure, format, punctuation, and grammar.
3. Skill in public speaking.
4. Knowledge of computer programs and skills such as Microsoft Word, Excel, PowerPoint, and various social media platforms.
5. Knowledge of lighting and lighting systems.
6. Knowledge of glazing.
7. Knowledge of electronic security systems.
8. Knowledge of door locks and hardware.

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9. Knowledge in conducting security surveys.
10. A working knowledge of construction technology and processes and ability to read and interpret blueprints.
11. Knowledge of drugs and alcohol, their descriptions, effects, and side effects.
12. Knowledge of landscaping, foliage, and their effects and/or application when applied to Crime Prevention Through Environmental Design.
13. Knowledge of sexual assault and other forms of interpersonal violence issues as well as response and available resources.
14. Knowledge of crime evaluation and analysis.
15. Knowledge of personal safety precautions.
16. Knowledge of counterfeit currency and the detection of it.
17. Knowledge of computer security.
18. Knowledge of crime prevention and security for student residence facilities.
19. Knowledge of crime prevention and security for campus libraries.
20. Knowledge of the emergency phone reporting system.
21. Knowledge of closed circuit television and its applications.
22. Knowledge of key control and management.
23. Knowledge of door operational security.
24. Must possess all KSA's required of a Police Officer III.

MINIMUM ELIGIBILITY REQUIREMENTS:

1. Possession of certification from the Iowa Law Enforcement Academy as a Law Enforcement Officer, or
2. Possession of law enforcement certification in another state and successful completion of all application and examination requirements as outlined in Iowa Administrative Code 501-3.8(80B), and
3. Three years experience at the Police Officer III or equivalent level; or

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4. AA/AAS in Criminal Justice or Police Science or 60 semester hours/90 quarter hours from an accredited college or university and two years of experience at the Police Officer III or equivalent level.

5. Must possess or achieve certification as required in:
 - Basic Crime Prevention
 - Advanced Crime Prevention Specialist
 - Campus Crime Prevention Specialist
 - Crime Prevention Through Environmental Design (C.P.T.E.D.)

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REVISION EFFECTIVE: August 1, 2015