

HIDALGO COUNTY SHERIFF'S OFFICE

Job Title: Community Liaison Director

FLSA Status: Non-Exempt

Department: 280-001

Civil Service Status: Non-Exempt

JOB SUMMARY:

Acts as the primary Hidalgo County Sheriff's Office contact with the community on matters of concern, local issues, constituency issues and community outreach. Develops strong community relationships. Serves as a liaison between Hidalgo County Sheriff's Office the community and the local agencies as appropriate. Assists in planning community need-based projects and events. Coordinates and represents the Hidalgo County Sheriff's Office with neighborhood associations, groups, community members, clubs, schools and other community organizations within the geographical area.

DISTINGUISHING CHARACTERISTICS:

This is a job classification within the Senior Management/Middle Management job family. Incumbents in this classification represent the community and is the primary contact between the Hidalgo County Sheriff's Office and all social services and governmental local agencies. This classification may require a flexible work schedule in order to meet the needs of the department.

DUTIES AND RESPONSIBILITIES:

- Develops strong community relationships. Serves as a liaison between Hidalgo County Sheriff's Office the community and the local agencies as appropriate. Coordinates and represents the Hidalgo County Sheriff's Office with neighborhood associations, groups, community members, clubs, schools and other community organizations. Coordinates and attends planning meetings community meetings, groups and forums, and interacts with policy makers.
- Coordinates public information plans and strategies. Participates in developing materials used in publications and promotional projects. Creates, designs and maintains all marketing communications. Coordinates with local print and electronic media for distribution of announcements. Assists in strategic planning, facilitating program development, project fundraising and grant proposals.
- Maintains close coordination with the community. Meets individually and works closely with participating groups, community members and organization representatives. Represents the public and media relations within the

community. Serves on local boards and/or councils. Interacts with city, County and state government representatives. Oversees collaboration with various institutions and officials.

- Provides information to community members, parents, departmental clientele, outside agencies, other County staff and officials, and the general public. Provides technical assistance and community advocacy for various issues. Promotes community-wide and public/private partnerships and collaborations. Receives and processes incoming correspondence, telephone and email messages as appropriate.
- Prepares and conducts presentations to the Commissioners Court, other policy makers and community groups and organizations. Attends staff meetings and special events, as required. Assists with community presentations and public educational events.
- Performs other job-related duties as assigned.

MINIMUM REQUIREMENTS:

Education and Experience:

Communication, Public Relations or a directly related field AND three (3) years progressively responsible relevant work experience in public information, public relations, public affairs/community relations/outreach or similar such program experience;

OR,

Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Must complete and pass, oral interview by the Sheriff or his designate, background investigation and other tests announced in the application process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES & REGISTRATION:

- Must possess a valid Texas Motor Vehicle Operator's license;
- Must be able to be insured by the County's insurance carrier.

OTHER SKILLS AND ABILITIES:

- Ability to understand and follow written and oral instructions, departmental policy, rules, regulations and laws;
- Ability to establish and maintain effective working relationships with other county employees and officials, law enforcement agencies and the general public;
- Ability to analyze situations and adopt a quick, effective and reasonable course of action;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to learn the use and care of vehicles, and specialized equipment;
- Ability to communicate effectively orally and in writing;
- Good physical condition.
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems.
- Ability to speak, read, and writes in the English language.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of employees or organizations;
- Ability to have a strong command of the Spanish language;
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the County.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use hands to finger, handle or feel objects, tools or controls and talk and hear. The employee is required to stand, walk, and reach with hands and arms.

The employee must regularly lift and/or move up to ten (10) pounds, occasionally lift and/or move up to twenty-five (25) pounds, and in emergency situations, lift persons with body weight ranging from 100 to 250 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee regularly works in various types of outside weather conditions. The employee occasionally works near moving mechanical parts; in high precarious places; and with explosives; and is occasionally exposed to fumes or airborne particles; and toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate to loud.

SAFETY REQUIREMENT:

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following.

- Sitting for extended periods of time
- Operating assigned equipment

Maintain mental capacity which permits:

- Making sound decisions and using good judgment
- Maintaining confidentiality
- Demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- Working closely with others
- Working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- Making observations
- Reading and writing
- Operating assigned equipment
- Communicating with others

ACCIDENT PREVENTION PROGRAM

Required to follow all departments' safety regulations.