

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



CRIME STOPPERS COORDINATOR

JOB CODE: 30075	PAY GRADE: 15	PAY RANGE: \$47,663 - \$76,262
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GENERAL DESCRIPTION

Under general direction of a Lieutenant, performs professional work of considerable difficulty in managing, promoting, and maintaining the grant-funded 501(c) (3) non-profit program, Crime Stoppers of Pinellas County, Inc. The incumbent exercises considerable professional judgment in reviewing and interpreting grant guidelines and requirements to ensure the efficient and effective management of the program. Work is reviewed through observation and results obtained. **Ability to work a flexible schedule is required.**

SUPERVISES OTHERS: No

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Receive and disseminate confidential tip information received through the Crime Stopper's tip line to the proper local and/or federal law enforcement agencies;
- Research a variety of technical databases to assist in identifying and locating suspects, criminal associates and witnesses, including public source information searches and confidential internet intelligence database searches;
- Coordinate development of the program, timeline, curriculum, databases, websites, social media and evaluation plans for implementation of the grant;
- Ensure program activities maintain alignment with grant specifications and agency goals and objectives in collaboration with agency personnel, federal and/or state grant program staff and other organizations;
- Prepare program brochures, press releases, lesson plans or articles for submission to print and electronic media, to promote the project, as required;
- Manage budget and requisitions for project-approved equipment and supplies;
- Coordinate and assist with project evaluation; analyze and disseminate information on the effectiveness of grant project implementation;
- Prepare monthly grant performance reports for the Office of the Attorney General, as well as monthly statistical reports for the agency and the program's Board of Directors;
- Manage development and implementation of staff, contractors and/or volunteer training in support of grant goals and objectives;
- Maintain liaison with other PCSO divisions, local and federal law enforcement agencies, and outside organizations, including the media;

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- Participates in Sheriff's Office recruitment and community relations activities as directed.

Regular and reliable attendance is required as an essential function of the position.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

QUALIFICATIONS

- Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration or related field, AND two (2) years' related experience
- Graduation from an accredited college or university with an Associate's Degree in Business Administration, Public Administration or related field AND four (4) year related experience, OR
- High School graduation or equivalent diploma from an institution accredited by an accrediting body recognized by the U. S. Dept. of Education or licensed as a degree granting institution by the Commission for Independent Education AND six (6) years' related experience
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

KNOWLEDGE, SKILLS, AND ABILITIES

- Adept in the use of related software for use in word processing, photo editing, and spreadsheets
- High degree of initiative, accountability, problem-solving, logic aptitude, follow-up skills and attention to detail
- Outstanding organizational, prioritization, and time management skills
- Possess above average interpersonal and communication skills, to include the ability to write and present speeches and make presentations to diverse audiences
- The ability to develop and maintain systems for recording, documenting and disseminating project activities and results
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 5 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Drive up to 1 hour per day
- Lift up to 50 lbs.
- Frequently bend or reach
- Occasionally squat, kneel, or twist