



CRIME PREVENTION SPECIALIST

Definition:

Under direction of the Director of Public Safety Services, coordinates, implements, and evaluates citywide crime prevention activities.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Coordinates and develops the Neighborhood Watch Program, Business Watch Program, and other community crime prevention programs for schools, businesses, and seniors.
2. Prepares and distributes the Neighborhood Watch monthly newsletter and other public outreach materials.
3. Prepares, develops, and organizes crime prevention flyers, pamphlets, and related educational materials, and prepares the quarterly Public Safety newsletter.
4. Coordinates community emergency alerts and notifications for both routine messaging and emergency incidents. Drafts or reviews public messaging and distributes alerts as directed.
5. Interacts with the community, city employees, law enforcement, and public safety volunteers, and leads presentations at schools, businesses, and community groups on topics such as internet safety, fraud, senior safety, home and business security, child and school safety, and emerging crime trends.
6. Leads the D.A.R.T (Duarte Area Resource Team) youth leadership program and coordinates other youth leadership programs in partnership with schools, community organizations, and local agencies, focused on skill building, leadership development, and community engagement.
7. Develops and assists in implementing public safety communication campaigns, in coordination with department leadership and City standards, using videos, email, web, social media, brochures, news releases, presentations, displays, crime maps, and other channels.
8. Reviews weekly crime data and basic mapping to help identify patterns and support prevention strategies. Prepares brief summaries for internal and community use as directed.
9. Provides information and referrals to victims and businesses, and coordinates with deputies or Public Safety staff for follow up. Assists with basic safety and security recommendations when requested.
10. Supports grant writing preparation and reporting tasks by gathering program information, tracking expenses, and maintaining well organized program files, records and documentation for reimbursement and compliance.
11. Assists with emergency preparedness education and occasional front desk coverage as needed.

12. Performs other related duties as required.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Crime prevention strategies and community policing practices
- Youth leadership development and community engagement methods
- Media utilization including social media, basic video, and online publishing tools
- Effective public speaking, training, and coordination techniques
- Basic mapping and data visualization tools for simple crime trend review
- Public outreach, presentation techniques, and event coordination
- Basic grant practices, including supporting grant writing, tracking expenses, maintaining documentation, preparing reports, and submitting invoices
- Principles of record keeping, data tracking, and simple crime trend review
- Local government operations and how public safety programs interact with community partners
- Professional writing practices and clear communication
- Computers and common office software applications
- English usage, spelling, grammar, and punctuation

Skill and Ability to:

- Build relationships and work effectively with youth, families, residents, schools, and partner organizations
- Lead community presentations in a way that is clear and relatable
- Review weekly crime data and recognize basic patterns or emerging trends
- Prepare clear written materials such as newsletters, flyers, outreach notices, and reports
- Support grant documentation, reporting, and expense tracking with accuracy
- Plan, organize, and carry out assigned duties with limited supervision
- Communicate clearly in person, in writing, and over the phone
- Work calmly and effectively in a busy environment with changing needs
- Establish cooperative working relationships with staff, volunteers, law enforcement, and the public

Training and Experience:

Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying. A typical way to obtain this experience would be two years of progressively responsible experience supporting public safety or law enforcement programs, with responsibilities that include community outreach, program coordination, or crime prevention activities. A Bachelor's degree in criminal justice, public administration, sociology, or a related field is preferred.

Licenses and Certificates:

Possession of a valid California driver's license is required by the date of hire.

Physical Requirements and Working Conditions:

- Requires vision (which may be corrected) to read printed materials and a computer screen.
- Requires mobility of arms and hands to operate office equipment and handle materials.
- Requires the ability to lift, carry, push, or pull objects up to 50 pounds on an occasional basis.
- Work is performed in both office and community settings, including outdoor environments during events, activities, and occasional weekend programs.
- May be required to work at a computer for extended periods.
- May be required to use a personal vehicle for work-related travel.
- May occasionally work evenings or weekends for community outreach activities and events.
- Classified as a Disaster Service Worker and may be required to report and perform duties during local emergencies.