

RESOLUTION R14-50

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES RECLASSIFYING THE PVE-CARES COORDINATOR
TO POLICE VOLUNTEER CORDINATOR**

**THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA,
DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. The classification of "PVE-CARES Coordinator" is hereby modified and approved to be "Police Volunteer Coordinator." The job specifications for this classification shall be described in the job description attached to this resolution.


Section 2. The City Clerk shall certify to the passage and adoption of Resolution R14-50 and enter it into the book of original resolutions.

PASSED APPROVED AND ADOPTED on this 28th day of October, 2014.



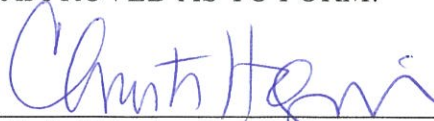
Ellen Perkins, Mayor

ATTEST:



Vickie Kroneberger, City Clerk

APPROVED AS TO FORM:



Christi Hogin, City Attorney

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: POLICE VOLUNTEER COORDINATOR

Department: Police
FLSA Status: Non-Exempt
Designation: Non-represented

Definition:

The Police Volunteer Coordinator, working under the direction of the Police Chief, functions as the liaison between the Police Department and the various volunteer groups, including but not limited to the Neighborhood Watch Program (NWP), Disaster District Program (DDP), Neighbor Amateur Radio Team (NART), and the PVE-CARES program. The Police Volunteer Coordinator will have direct oversight of program management and service delivery provided to the City's residents by the various police volunteers.

Essential Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Characteristic Duties and Responsibilities:

The Police Volunteer Coordinator oversees the various volunteer groups, coordinates membership recruitments, oversees volunteer training, scheduling, staffing, and conducts regularly scheduled meetings with various volunteer groups; manages equipment for the volunteer groups including city vehicles, radios, and uniforms; may write monthly reports of volunteer program activities, staffing levels, events, projects, goals, accomplishments, and community events; may prepare and distribute community outreach newsletters, bulletins, and updates; coordinates Police Department community events; performs related work as assigned or required.

Minimum Qualifications.

High School diploma (some college desired); valid California's driver's license, experience working with service providers and/or community groups and organizations; experience with senior citizens' programs or groups (preferred); knowledge of volunteer programs (preferred); general knowledge of police work (preferred); understanding of disaster preparedness measures and programs (preferred); familiarity with outreach/networking techniques; demonstration of proper writing skills and public speaking skills; experience in organizing and motivating individuals and groups; conflict resolution and problem solving, scheduling/staffing and managing workgroups.

Abilities:

Speak before groups; organize citizens to act; develop programs; produce a newsletter or other information; organize community events to promote a positive police image; coordinate the assistance for elderly residents with a variety of needs including home security, wellness checks, independent living, in-home healthcare providers; create and maintain membership database files.

Physical Requirements

Moderate; Typical office setting with prolong periods of sitting; driving to different locations. Occasional standing and orally presenting to medium to large crowds. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing or stocking; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 35 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

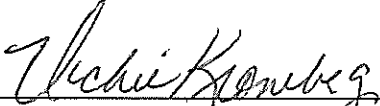
I, Vickie Kroneberger, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R14-50** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 28th day of October, 2014, by the following vote:

AYES: COUNCILMEMBERS: Perkins, Humphrey, Goodhart, Bird, Rea

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Vickie Kroneberger, City Clerk