

RESOLUTION R15-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES RECLASSIFYING THE POLICE VOLUNTEER COORDINATOR
TO COMMUNITY RELATIONS ASSISTANT**

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

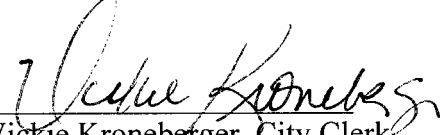
Section 1. The classification of "Police Volunteer Coordinator" is hereby modified and approved to be "Community Relations Assistant." The job description, specifying the duties, responsibilities and qualifications for this classification, is attached to this resolution.

Section 2. The City Clerk shall certify to the passage and adoption of Resolution R15-03 and enter it into the book of original resolutions.

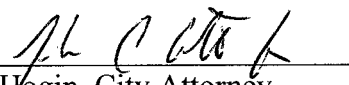
PASSED, APPROVED AND ADOPTED on this 14th day of January, 2015.


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: COMMUNITY RELATIONS ASSISTANT (Part-time)

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

Definition:

The Community Relations Assistant, working under the direction of the Community Relations Officer/Emergency Services Coordinator, assists in the development, coordination, maintenance and administration of the City's various volunteer and emergency preparedness programs. The position assists in the coordination and dissemination of information to city staff and members of the public related to emergencies, events, programs and meetings.

Essential Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; an employee in this position may be required to perform other related duties as assigned.

Example of Duties and Responsibilities:

The Community Relations Assistant duties include, but are not limited to:

- Recruitment, training, motivation, organization, planning and appreciation of volunteers
- Attend subject matter meetings and seminars
- Creative writing in promoting public services messages
- Receives and responds to requests for information from the public, business community, adjacent jurisdictions, utilities, volunteer organizations and other government agencies
- Coordinates, creates and facilitates records and reports pertaining to Volunteers and Emergency Preparedness/Management
- Develops, designs and coordinates regular drills/exercises of the City's emergency plan, emergency communications systems and mutual aid agreements
- Organizes volunteer training sessions and meetings with the community

Minimum Qualifications

An individual in this position must have excellent communications and strong interpersonal skills; the ability to manage and coordinate volunteers and projects; excellent organizations skills and the ability to manage multiple tasks and projects. Must have a High School diploma (some college desired); valid California's driver's license and excellent writing and computer skills. Desirable qualifications include: be personable and outgoing; have the capacity to interact with a diverse variety of people and comfortable with public speaking. Also possess the knowledge of typical city organizational structure, departments and operations and the principles and practices of emergency management and response procedures.

Physical Requirements

Moderate; typical office setting with prolong periods of sitting; driving to different locations; general use of standard office equipment, including a computer and computer screen for extended periods of time.

Occasional; standing while making presentations to medium to large groups.

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.

Must have the ability to hear and speak; to communicate in person or over the telephone; and be able to effectively work under stressful situations. May require work on weekends and evenings.

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 **R15-03** 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 14th day of January, 2015, by the following vote:

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

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Vickie Kroneberger, City Clerk