

VIOLENCE PREVENTION COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The incumbent is responsible for administrative work involving the coordination and development of a comprehensive program to prevent violence in the City of Albany as outlined in the Equity Agenda (Chapter 183 of the Code of the City of Albany). Work performed is under the supervision of the Common Council's President Pro Tempore and the Clerk of the Council. Attendance at Violence Prevention Task Force meetings and Public Safety Committee meetings is required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Oversees meetings and outreach of the Violence Prevention Task Force;
- Maintains the records, reports, and communications of the Violence Prevention Task Force;
- Creates Violence Prevention Task Force meeting notices, agendas, and minutes;
- Assures the timely flow of information between the Violence Prevention Task Force and city personnel;
- Researches new and existing violence prevention programming in Albany and similarly situated municipalities;
- Builds strong relationships with community and governmental stakeholders;
- Acts as a liaison between existing agencies, organizations, programming and resources;
- Meets regularly with the Albany Police Department's Anti-Violence Coordinator to share information and coordinate initiatives;
- Recommends new violence prevention resources and strategies to city officials and community partners;
- Works alongside Common Council staff and city officials to help implement violence prevention strategies;
- Researches violence prevention funding opportunities;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Knowledge of social service concepts related to interpersonal violence;
- Knowledge of evidence-based strategies to prevent interpersonal violence;
- Knowledge of public finance and budgeting, including participatory budgeting;
- Knowledge of municipal organization and operations;
- Knowledge of personal computers, office equipment, and Microsoft Office Suite;
- Ability to coordinate volunteers;
- Ability to develop and maintain effective professional relationships with city officials, other employees, service providers, and the public;
- Ability to work effectively with government agencies;

- Ability to coordinate studies of government operations;
- Ability to manage and prioritize multiple tasks;
- Ability to work independently;
- Thorough communication skills, both verbal and written;
- Thorough organizational and time-management skills;
- Initiative;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree (or higher) in Public Health, Social Work, Criminal Justice, Public Policy, or a closely related field; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with Bachelor's Degree in Public Health, Social Work, Criminal Justice, Public Policy, or a closely related field; and two (2) years of experience in a human services field; **OR**
- C. An equivalent combination of training and experience defined by the limits of (A) through (B) above.