



# CITY OF PAWTUCKET

CITY HALL  
137 ROOSEVELT AVENUE  
PAWTUCKET, RHODE ISLAND 02860

## DIVISION OF PERSONNEL

**DONALD R. GREBIEN**  
MAYOR

**DON ZIMMERMAN**  
DIRECTOR OF HUMAN RESOURCES

### EXTERNAL JOB POSTING

#### NOTICE

The City of Pawtucket is posting the following vacancy in Unclassified Non-Union:

#	DEPT.	DIVISION	JOB TITLE	PAYGRADE	SALARY RANGE
1	Public Safety	Public Safety	Constituent Liaison		\$41,500-\$51,458.50

#### Minimum requirements upon application:

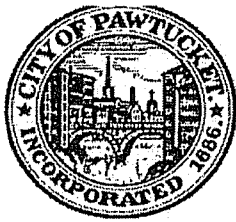
- Bachelor's Degree with at least two (2) to three (3) years experience in community relations, govt. relations or similar fields.
- Experience in non-violence training preferred.
- Must have a valid driver's license in state of residence.

**TO APPLY FOR THIS POSITION:** Please forward a City of Pawtucket employment application, which can be found at [www.pawtucketri.com](http://www.pawtucketri.com) under employment opportunities, along with your resume, cover letter and copy of your diploma to [CLAIRD@PAWTUCKETRI.COM](mailto:CLAIRD@PAWTUCKETRI.COM).

Candidates must meet minimum qualifications as stated in job description.

Application Period: February 9, 2017- Until Filled

The City of Pawtucket is an Equal Opportunity Employer and fully complies with the American with Disabilities Act.



# CITY OF PAWTUCKET

## Job Description

**Job Title:** Constituent Liaison  
**Department:** PUBLIC SAFETY  
**Reports To:** DIRECTOR OF PUBLIC SAFETY  
**Pay Grade/Range:** Unclassified Non-Union, \$41,500 - \$51,458.50  
**FLSA Status:** Exempt.  
**Prepared By:** Joint City Council/Public Safety Committee and Human Resources  
**Prepared Date:** November 2017  
**Approved By:** Director of Human Resources  
**Approved Date:** November 2017

### **SUMMARY**

This position serves as a visible and active holistic public safety and law enforcement liaison between the City and its changing, diverse, underserved and/or underrepresented neighborhoods and communities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Liaise with the citizens of Pawtucket to advance the mission of holistic public safety and to dedicate special time and attention to changing, diverse, underserved and/or underrepresented populations, communities and neighborhoods.

Cultivate and maintain visible relationships with civic groups, community agencies, non-profit organizations and other community partners to provide the Public Safety Department with an active and visible link to the city's diverse neighborhoods and communities.

Assist in the development and execution of a strategy to improve community relations with a focus on measures to strengthen relationships and support community-based safety initiatives.

Develop a community outreach plan to establish points of contact, to participate in cultural events, to organize information sessions and meetings, and to address pressing current issues for the city's constituents.

Act as a highly visible, positive representative of the Public Safety Department in city neighborhoods.

Recommend pro-active strategies to the Director of Public Safety to create opportunities for improved communication with and service to city communities and neighborhoods.

Assist in the development and deployment of special projects, new initiatives and outreach materials designed to meet the public safety needs of underserved and/or underrepresented populations.

Regularly attend public meetings and meetings of various constituent groups.

Maintain and update an organized database of community partners.

Perform other related duties as assigned.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The successful candidate should have the following qualifications:

Bi-lingual or tri-lingual (English, and either Spanish, Creole, and Portuguese, or other language used by a significant portion of the city population) and residing either in the city or in a surrounding city or community.

Dynamic interpersonal skills and the ability to engage, communicate and interact effectively and successfully within diverse communities throughout the city.

A passion for community service and the ability to work evenings and weekends attending meetings and events as needed.

The ability to analyze and understand general business periodicals and professional journals.

Proficiency with MS Office (Outlook, Word, PowerPoint and Excel) and the ability to create reports, business correspondence and presentations in English and other languages, as noted above.

Ability to present information effectively and respond to questions from groups of managers, clients, customers and the general public.

Ability to thrive in a fast-paced and sometimes high-pressure environment.

## **EDUCATION and/or EXPERIENCE**

Bachelor's Degree from an accredited college or university and at least two (2) to three (3) years' experience in community relations, government relations or similar related fields. Experience in non-violence training is preferred.

## **LANGUAGE SKILLS**

Ability to read, write and speak English and a second (or third) language used by a significant portion of the community, including but not limited to Spanish, Portuguese or Haitian Creole.

## **MATHEMATICAL SKILLS**

Ability to apply concepts of basic mathematics to calculate figures and amounts.

## **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have a valid drivers' license in state of residence.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.