



Code: 1927

Family: Planning and Urban Development
Service: Administrative
Group: Statistical, Technical And Analytical
Series: Urban Development

CLASS TITLE: AREA COORDINATOR – CAPS

CHARACTERISTICS OF THE CLASS

Under direction, manages the community outreach functions of the CAPS Implementation Office at the police area level, supervising staff and implementing strategies to develop effective partnerships between community residents, institutional stakeholders and law enforcement personnel in support of the Police Department's CAPS (Chicago Alternative Policing Strategy), a community policing strategy aimed at preventing and reducing neighborhood crime, and performs related duties as required

ESSENTIAL DUTIES

- Supervises staff working with residents, community organizations, City departments and agencies and police personnel on developing action plans and initiatives to address crime problems and neighborhood conditions that produce crime (i.e. abandoned buildings, gang activity)
- Implements strategies and programs to increase community's awareness of CAPS, and to encourage residents sustained participation in meetings with police officers (i.e. beat community meetings) and involvement in other community policing efforts
- Develops working partnerships with Police Area Deputy Chiefs and District Commanders and participates in district management meetings to identify and prioritize neighborhood crime problems and develop strategies to address them through community policing efforts
- Acts as liaison with other city departments and local elected officials to ensure the proper coordination and delivery of city services to support CAPS related projects and initiatives to resolve crime problems
- Prepares management reports on activities of the district's CAPS Implementation Office and progress towards meeting performance management objectives
- Works with staff and community organizations in developing strategies to identify and solve neighborhood crime and disorder problems
- Directs the distribution of educational materials and community alert materials as part of community outreach efforts
- Participates in the development and delivery of CAPS orientation and training workshops to community residents

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Criminal Justice, Public Administration, the Social Sciences or a directly related field, plus seven years of work experience in providing or administering social service programs, of which four years are in a supervisory role in the field of social or community services; or an equivalent combination of education, training and experience

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required

WORKING CONDITIONS

- General office environment

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

PHYSICAL REQUIREMENTS

- Ability to walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of:

- *supervisory and management principles, theories, and practices
- principles and practices of community based organizing
- principles and practices of community policing strategies
- applicable computer software packages and applications
- data analysis and report preparation and writing

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Skills

- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- * COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- NEGOTIATION - Bring others together and trying to reconcile differences
- *PERSUASION - Persuade others to change their minds or behavior
- *SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand

- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- ORGANIZE INFORMATION - Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations)

Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- SOCIAL ORIENTATION - Prefer to work with others rather than alone and being personally connected with others on the job
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- INNOVATION - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources

December, 2010