



**CITY OF PUYALLUP**  
invites applications for the position of:

# **Community Engagement Coordinator**

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**SALARY:** \$28.99 - \$34.84 Hourly  
\$5,025.12 - \$6,038.52 Monthly  
\$60,301.44 - \$72,462.24 Annually

**OPENING DATE:** 01/11/23

**CLOSING DATE:** 01/24/23 05:00 PM

**DEFINITION:**

**The City of Puyallup is hiring for our Community Engagement Coordinator at the Puyallup Police Department. The Puyallup Police Department's mission is to work in partnership with the community to support a safe environment and to reduce crime and the fear of crime.**

The successful candidate will coordinate, promote and implement a variety of marketing and outreach activities, communications and public relations for the Department utilizing innovative tools, software solutions, social media platforms and in-person community engagement strategies and activities. The position requires a considerable amount of contact with community leaders and citizens, in person, in writing and over the phone, to coordinate programs and develop, maintain and expand community support. Public relations skills are very important. This is a non-commissioned position that reports to the Chief of Police.

The City of Puyallup is a community of 43,000 and is situated at the foot of scenic Mount Rainier in the beautiful Puget Sound region, 10 miles east of Tacoma and approximately 35 miles south of Seattle. The city is known as a regional commercial and service center for Eastern Pierce County, and serve its residents and neighbors with a strong, diversified economy.

**ESSENTIAL FUNCTIONS:**

- Plans, designs, produces and implements communications and information programs, social media messaging, videos, public service announcements, public information campaigns, crime prevention campaigns, and other marketing programs and activities.
- Implements and coordinates crime prevention programs such as Neighborhood Watch, Apartment Managers' meetings, Crime Free Multi Housing and Crime Control Roundtable.
- Processes and places program signs.
- Maintains current program tracking maps.
- Keeps members of the watch areas informed of the crimes in their area.
- Observes tracking maps and determines when new watch areas are warranted.
- Organizes and hosts the Citizen's Academy.
- Prepares and distributes newsletters periodically.
- Recruits and trains volunteer staff.
- Greets public and provides a presence at department and community events.

- Attends training sessions and meetings of crime prevention groups to obtain new ideas for revising or developing new programs.
- Recommends ongoing social media strategy for the Police Department.
- Develops innovative programs and services to enhance and maintain community involvement and partnerships.
- Collaborates with neighborhood, residential, and business communities to provide outreach regarding crime prevention and neighborhood watch programs.
- Conducts and prepares reports to support the Police Chief and/or members of the Command Staff.
- Serves as representative to a variety of community and business meetings and participates in various community group boards and programs on behalf of the Police Department.
- Advises and provides staff assistance to personnel from the Police Department on effective social media techniques and/or public information and procedures. Work closely with other City departments to ensure consistency in messaging when appropriate.
- Develops and coordinates outreach events and activities with underrepresented population groups within the City, including developing materials in languages other than English and establishing partnerships with the City's culturally diverse communities.
- Develops and maintains professional relationships with representatives from community stakeholder groups, business associations, neighborhood groups, and others.
- May serve as a liaison and/or to provide support for outside agencies and/or other City departments during a major incident, emergency or disaster.
- Staffs the department's Citizen Advisory Commission as requested and needed.
- Performs other duties as assigned.

## **QUALIFICATIONS:**

### **Knowledge of:**

- Principles and practices of community relations and public information.
- Principles of crime prevention issues to include community building, fostering community partnerships, and education.
- Operation of personal computers.
- Operation of computer software such as word processing and spreadsheets.
- Proper English grammar, usage, and spelling.
- Office procedures, such as correspondence preparation, telephone procedures, and filing systems.
- Use of social media platforms.

### **Ability to:**

- Analyze, interpret, and evaluate staff reports, new laws, regulations, and codes relevant to the community information field.
- Develop recommendations and assist in making decisions of considerable impact.
- Track community engagement, growth, and measure effectiveness of police service delivery.
- Coordinate work effectively with other divisions, departments, and outside agencies.
- Represent the Police Department and City in a variety of community hearings, meetings, and/or events.
- Perform work under demanding and potentially stressful competing deadlines and priorities.
- Develop and modify websites.
- Coordinate and direct a variety of complex tasks and assignments simultaneously.

- Prepare for and conduct training sessions including the preparation of instructional materials and making public presentations.
- Maintain the confidentiality of criminal and other police records.
- Facilitate community "brainstorming" and/or problem solving meetings.
- Communicate effectively, both verbally and in writing with citizens and business leaders.
- Recruit citizen volunteers and assist them in learning their duties.
- Coordinate crime prevention programs.
- Establish and maintain positive, effective working relationships with members of the Police Department, business community and the public.
- Operate computers using word processing and spreadsheet programs.
- Accurately maintain tracking maps.
- Accurately read and analyze crime and other reports to discern increases in criminal activity.
- Create social media programming for crime prevention programs and messages.
- Safely drive city vehicles to work sites and off-site meetings and events.
- Maintain regular, reliable and punctual attendance.

### **Education and Experience:**

Graduation from high school or equivalent and two years work experience involving extensive public contact; course work or training in crime prevention or effective presentation techniques may substitute for up to one year of the experience requirement.

### **Special Qualifications:**

Possession of or the ability to obtain a valid Washington State driver's license, as required for the position. The ability to pass an extensive background investigation to include a polygraph examination.

### **PHYSICAL CHARACTERISTICS AND WORK ENVIRONMENT:**

Frequent Demands: Sitting, standing, talking, hearing, seeing. Occasional Demands: Walking, driving, carrying, climbing stairs, bending at the waist, twisting at the waist, crouching, kneeling/squatting, reaching, repetitive hand motion, fine finger manipulation.

Environmental Factors: Work is predominantly performed indoors with low noise levels, in an office setting, meeting rooms or private residences within the community.

### **SELECTION PROCESS**

Those applicants whose qualifications most closely correspond to the City's current needs will be contacted for interviews and/or testing. The appointing authority may conduct second interviews.

**Notification** – Following submission of application, an email acknowledgment receipt of application is given. Persons selected for an interview and/or testing will be notified by email, normally within 15 working days following the closing date on the job announcement.

**Not Selected** – No formal notification is usually sent by the City to applicants not selected for an interview or test. Should the same or another position open for which the applicant wishes to apply, he/she must apply online for each new opening.

### **GENERAL INFORMATION**

**Essential Functions** – The statements contained herein reflect general details as necessary to describe the principal functions for this job, the level of knowledge, skills and abilities typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or to balance the workload.

**Hours of Work** – Normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., with one (1) hour lunch. Incumbents may be required to work at night and/or on weekends and holidays in the performance of job duties.

**Union Affiliation** – This position is a Puyallup Police Association - Support Services (PPA-SS) bargaining unit position.

**Equal Employment Opportunity** – The City of Puyallup is an Equal Employment Opportunity (EEO) employer and does not discriminate in any employer/employee relations based on race, color, religion, sex, sexual orientation, national origin, age, marital status, disability, genetic information, veteran's status or any other basis protected by applicable discrimination laws.

**Background** - Successful completion of a thorough background investigation, polygraph evaluation and fingerprint record will be required as a condition of employment.

**Disability** – In compliance with the Americans with Disabilities Act, disability will be considered only in the context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. Accommodation to participate in the job application and/or selection process for employment will be made upon request with reasonable notice. Please contact the Human Resources Department for further information. The physical demands described in this job announcement 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.

**Identification** – Applicants who are offered employment with the City are required to provide proof of identity and authorization to work in the United States within three days of date of hire, as required by the 1986 Federal Immigration Reform and Control Act. A list of acceptable documents verifying identity and authorization to work will be provided to those who are offered employment. The City uses the E-verify program.

**Drug-Free Workplace** –The City of Puyallup is a drug-free, tobacco-free workplace.

**Note** – The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

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The City of Puyallup is an Equal Opportunity Employer

APPLICATIONS MAY BE SUBMITTED ONLINE AT:  
<http://www.cityofpuyallup.org>

333 S Meridian  
Puyallup, WA 98371

Position #PD-23-ADM-001  
COMMUNITY ENGAGEMENT COORDINATOR  
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