



City of Casa Grande

Alarm/Graffiti Abatement Coordinator

GENERAL PURPOSE: Under general supervision, implements, oversees and coordinates the City's alarm ordinance program and the graffiti abatement program.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Implements, enforces and coordinates the City's Alarm System program according to the Alarm Ordinance.
- Issues alarm permits to private residences, apartment complexes, schools and businesses. Monitors and reviews false alarm call reports; determines applicable penalty assessments and communicates them to citizens and alarm companies.
- Develops and promotes public awareness and community education programs focusing on false alarm prevention and compliance, and graffiti prevention.
- Coordinates appeal process related to false alarm violations. Analyzes and interprets codes and ordinances to resolve problems.
- Implements, enforces and coordinates and oversees activities of graffiti abatement program according to Graffiti Ordinance.
- Investigates complaints regarding graffiti; testifies in court and verifies graffiti as it relates to prosecution of graffiti-related cases.
- Coordinates efforts to remove graffiti; works with other area graffiti removal programs to coordinate efforts.
- Maintains records and files, and compiles and analyzes data; prepares periodic reports; performs administrative duties as required.
- Responds to requests for information; provides technical information as authorized; provides assistance to the public within scope of authority.
- Monitors accounts established for program operations.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: May supervise assigned staff, volunteers and other individuals working in a graffiti removal effort.

JOB DESCRIPTION

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MINIMUM QUALIFICATIONS:

Education and Experience:

High school graduation or equivalent and two years experience in program coordination and administration, preferably with an alarm system or graffiti abatement or similar program; OR an equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of Police Department organization and operations.
- Knowledge of techniques and practices of alarm system and graffiti abatement programs.
- Knowledge of the principles of record keeping and records management.

- Skill in Public Relations.
- Skill in organizing and prioritizing multiple tasks and projects.
- Skill in establishing and maintaining effective working relationships with City staff, outside agencies, volunteers, and community services personnel.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in effective oral and written communication.
- Skill in operating mechanical equipment such as paint sprayer, air compressor and sandblaster.

Special Requirements: None.

Physical Demands / Work Environment: Most work performed in standard office environment; some outside work necessary from time to time. Must be able to lift heavy objects such as ladders, sandbags, painting materials and equipment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.