

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Graffiti Abatement Coordinator	CLASS. CODE: 0405
DEPARTMENT:	Police	FLSA: E
REPORTS TO:	Sergeant	DATE: 7/1/2002

Job Summary:

Responsible for the prevention and removal of graffiti in the city by the timely removal of vandalism, community awareness and evidence gathering in graffiti crimes for the apprehension of criminals. Provides supervision to interns assigned to the program.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Documents criminal mischief crimes involving graffiti of various types. Prepares police reports, takes photographs and gathers other forms of evidence.
2. Processes calls for service from the public regarding reporting acts of vandalism or giving information about vandalism suspects.
3. Contacts victims of graffiti to explain city ordinances and codes requiring removal of graffiti. Follows up to ensure removal has occurred.
4. Supervises interns and volunteers in the removal of graffiti from city owned facilities. Includes the recruitment, selection, direction, evaluation and termination of staff.
5. Identifies graffiti vandals and assembles case information for follow up and possible arrest by the police department.
6. Patrols the city looking for unreported vandalism.
7. Compiles statistics and prepares reports regarding graffiti in the city.
8. Provides training to patrol officers regarding graffiti trends and gang graffiti issues.
9. Researches nationwide trends in graffiti and prevention.

Important Job Functions

1. Speaks to community groups to solicit community volunteers, present graffiti prevention information and provide statistics regarding criminal vandalism.
2. Provides consultation services to other communities in the development of their graffiti programs.
3. Attends meetings and various training seminars and conferences as required.
4. Performs other duties as required by Sergeant.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Police Radio
- Motor vehicle
- Paint
- Graffiti removal solvents
- Brushes and rollers
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associates degree from an accredited college or university in a related field; and,
Two (2) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Class C Driver's License

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Laws pertaining to vandalism and related ordinances.
- The principles, practices and equipment of a modern office management.
- The principles, practices and techniques of business and public administration.

Ability to:

- Assemble, organize, and present statistical and factual information.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Supervise and direction of subordinate staff.
- Investigate and write reports.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Stand frequently for extended periods.
- Bend, kneel, stoop or climb and cross rugged and uneven terrain.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.