CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web: www.knoxville.gov

9004 Crime Stoppers Coordinator 7/9/21
(Entry-Level and Promotional)

ENTRY-LEVEL SALARY: $ 48,262 annually
PAY GRADE RANGE: $ 48,262 - $ 72,780 annually (Pay Grade 8)

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations. The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxville.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete.

The following documents MUST be submitted online by 4:30 p.m. on: Tuesday, July 20, 2021.

• Completed City of Knoxville Online Application
• Detailed Resume (upload and attach to your online application)
• College Transcripts (upload and attach to your online application if applicable)
• If you have questions regarding your application or need help applying, please email mbfoster@knoxville.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

• Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.

• Graduation from a CHEA accredited four-year college or university or two (2) years equivalent combination of education/work experience can be substituted for the degree requirement

PREFERRED QUALIFICATIONS

Progressively responsible experience in a managerial level with an emphasis on program development
Fundraising experience, marketing experience preferred
Law enforcement operations experience preferred

EXAMINATION:
Training and Experience Questionnaire (100% of final score).

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE
The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
GENERAL DESCRIPTION
Under general supervision of the Knoxville Police Department, the Crime Stoppers Coordinator is responsible for overseeing the day-to-day operations and serving as the liaison between partnering law enforcement agencies, the Crime Stoppers board of directors, and media outlets. The Crime Stoppers Coordinator will develop and participate in fundraising, public relations, profile enhancement/promotional activities, disseminate tips, and interact with investigators and tipsters for the Crime Stoppers Program.

ESSENTIAL FUNCTIONS
Develops, coordinates, and implements public relations programs and fundraisers covering all phases of the Crime Stoppers Program policies and role in enhancing the effectiveness of the Department’s operations
Serves as a non-voting member in an advisory capacity on the East Tennessee Valley Crime Stoppers Board
Raises money in coordination with the East Tennessee Valley Crime Stoppers Board’s goals
Works in conjunction with the Crime-stoppers Board of Directors to recruit and retain qualified board members
Meets monthly with Crime Stoppers Board of Directors presenting a comprehensive report on solved cases to determine the amount of rewards and cases of interest
Provides presentations to the public, business and government leaders, law enforcement leaders, and the media
Establishes and maintains effective relationships with partnering Law Enforcement Agency Chiefs, Sheriffs, and Command staff, as well as potential future Law Enforcement Agency partners, detectives, local business leaders, media outlets and personalities, and the public
Works closely with partner Law Enforcement Agencies to create press releases, social media posts and videos asking the public for tips on active investigations or cold cases
Receives and distributes confidential tips to appropriate Law Enforcement Agencies, unit and/or detective to include follow up activities to determine if reward monies are warranted
Screens information received and ensures confidential or privileged information is disseminated in an appropriate and discretionary manner
Maintains databases relative to tips, arrests, convictions, public relations, fundraising and other Crime Stoppers activities
Monitors Crime Stoppers phone routinely to receive calls from anonymous tipsters who call in to see if their tips qualified for a reward
Performs basic clerical functions such as data entry, record-keeping, preparing and processing documents, filing, copying documents, answering telephones, etc. necessary to ensure efficient performance of assigned tasks
Assists Public Information Officer as needed
Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES
Ability to communicate clearly and concisely, verbally and in writing
Strong skills in public relations and public speaking
Ability to establish and maintain effective working relationships with the public and other employees
Ability to evaluate situations and make decisions
Strong organizational skills and task oriented
Ability to exercise discretion when handling sensitive information
Working knowledge of Microsoft Office suite or windows operating systems skills
Excellent written and communication skills
Must have the ability to work under all weather conditions

PHYSICAL REQUIREMENTS
This position consists of primarily medium work. May exert up to 50 pounds of force occasionally, or 20 pounds (or less) of force frequently in order to lift/carry, push/pull or otherwise move objects. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS
This position uses the principles of logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS
Graduation from a CHEA accredited four-year college or university or two (2) years equivalent combination of education/work experience can be substituted for the degree requirement.
PREFERRED QUALIFICATIONS
Progressively responsible experience in a managerial level with an emphasis on program development
Fundraising experience, marketing experience preferred
Law enforcement operations experience preferred