

## **PROGRAM COORDINATOR (CITIZEN REVIEW BOARD)**

40480  
Exempt

### **DISTINGUISHING FEATURES OF THE CLASS**

Local Law No. 11 of 1993 was passed by the City of Syracuse establishing a Citizen Review Board. The purpose of this board is to establish an open citizen-controlled process for reviewing grievances involving members of the Syracuse Police Department. In order to insure public accountability over the powers exercised by members of the Syracuse Police Department while preserving the integrity of the agency that employs them, citizen complaints regarding members of the Syracuse Police Department shall be heard and reviewed fairly and impartially by the review board established.

The Program Coordinator is responsible for coordinating a variety of administrative activities for the Citizens Review Board, which include but are not limited to facilitating citizen complaints, researching information relative to the complaint process and interviewing witnesses. In addition, an employee in this class may conduct studies with significant agency ramifications and participate in intra or interdepartmental management committees concerned with resolving broad issues in citizen – police relations. An employee in this class is responsible for keeping the confidentiality of all records where required by law. General supervision is received from the Citizen Review Board Chairperson with leeway allowed for exercise of independent judgment. Does related work as required.

### **TYPICAL WORK ACTIVITIES**

Coordinates a number of activities pertaining to citizen complaints relative to the Syracuse Police Department.

Oversees the maintenance of secure files of the Citizen Review Board records to facilitate effective and efficient oversight of the citizen complaint process.

Meets with citizens seeking information about the complaint process and makes the appropriate referrals when required.

Conducts interviews with citizens registering complaints relative to the Syracuse Police Department.

Advise citizens of their legal rights; to include their option to request that the Citizen Review Board issue a subpoena to secure a witness or required records from any City Department.

Advise citizens of their option to enter into conciliation to resolve their complaint as an alternative to a hearing in front of the Citizen Review Board.

Hold scheduled meetings with the Youth Advisory Committee and the Police Liaison Committee to confer on matters of concern to each committee and to report concerns to the Citizen Review Board.

Develops and administers an ongoing account and a statistical report of the business

conducted by the Citizen Review Board.

Prepares a budget and tracks all budgeted expenses of the Board which includes filing all routine paperwork to City Departments and preparing written and oral reports to the Board.

Develop grant applications to secure additional funds for the Citizen Review Board for the purpose of hiring additional board staff and for funding program initiatives as defined by the Board.

Research available training programs for board members to assist them in the further development of their skills in the performance of their duties as detailed in Local Law 11 of 1993.

Recommend to the Board appropriate public education programs, upon approval from the Citizen Review Board, develop the programs.

Recommend to the Board Chair any procedures, which could be more effective and cost efficient in fulfilling their duties.

#### FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the organizational structure, goals and objectives of the board as well as specific programs and operations.

Good knowledge of effective organization and management principles and practices.

Ability to conduct interviews and to establish and maintain effective relationships with citizens and board members.

Ability to gather and organize pertinent data.

Ability to prepare detailed written reports, grant applications and procedures.

Ability to support recommendations both orally and in writing to the Citizen Review Board, citizens filing complaints and City Departments.

Physical condition commensurate with the demands of the position.

#### MINIMUM QUALIFICATIONS

A) Graduation from a regionally accredited or New York State registered college or university with a baccalaureate degree and two (2) years of professional level work experience, or its part time equivalent, in planning, or implementing or organizing programs, policies, procedures, methods or organizations in a public or private sector agency; or

B) Six (6) years of paraprofessional or professional level work experience, or its part time equivalent, two (2) years of which must have been in a professional level capacity in planning, or implementing or organizing programs, policies, procedures, methods or organizations in a public or private sector agency; or

C) An equivalent combination of training and experience as defined by the limits of A and B above.

NOTE: Successful completion of graduate semester hours in Public Administration, Law, Human Resource Management or a closely related field from a regionally accredited or New York State registered college or university may be substituted for experience as follows: Thirty (30) semester credit hours is equivalent to one (1) year of experience and Sixty (60) semester credits hours is equivalent to two (2) years of experience.

4/96 Revised