City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>CBCR Program Manager</th>
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<tr>
<td>Job Code:</td>
<td>CBPR</td>
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<tr>
<td>Pay Grade:</td>
<td>NU14</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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<tr>
<td>Date Revised:</td>
<td>2/4/2022</td>
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General Summary: The Project Manager will be the primary coordinator, strategist, and advocate for the Rapid City Police Department - Community Based Crime Reduction (CBCR) program and will advance the grant’s strategic goals through collaboration with the RCPD and various community partners. The Project Manager will collaborate with a project advisory committee that includes law enforcement, project researcher, and others. The overarching goal for the Project Manager position is to integrate the resources of people and institutions that influence crime perceptions in the neighborhood and to uncover strategic and effective remedies for safety problems.

The Project Manager must demonstrate strong project management experience, including the design and implementation of community-based projects, community organizing, and strong communication skills. The Project Manager must also demonstrate experience working on safety issues and with cross-sector partners.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Coordinates regular meetings with community collaborators and research institution(s) to facilitate project goals, objective, and strategies.
- Develops and implements collaborative community events and forums designed to develop community and public based outreach efforts, strategies, and community engagement.
- Serves as liaison between residents, police, businesses, churches, service agencies, et. al as needed.
- Establishes and maintains strong partnerships with local groups of community-based organizations and service providers on an ongoing basis.
- Coordinates the efforts of residents, community organizations, and law enforcement to address safety and crime issues as indicated in grant application.
- Mobilizes residents and businesses to participate in safety activities through community organizing and other efforts to strengthen communication lines between police, prosecutors, and neighborhood stakeholders.
- Identifies other potential public and private entities for participation and support of the strategic interventions developed in order to maximize resources and build sustainability of the program.
- Manages day-to-day tasks and activities during the planning and implementation phases of the project, under the direction of the Patrol Captain and the Research and Development Specialist.
- Facilitates the activities of the law enforcement and research partners and their data collection and analysis to monitor strategic implementation and achievement of goals and objectives.
- Prepares and maintains documentation as required by the Department of Justice, including, but not limited to, meeting minutes, progress and financial reports, and expenses. Obtain outcome reports, expenditure documentation, and other documents as needed from community collaborators and research institutions.
• Works effectively with the research partner to develop and manage a process to analyze data to evaluate program interventions throughout the initiative and to evaluate the effectiveness, efficiency and productivity throughout the three-year program.

Qualifications:

Education and/or Experience:

Bachelors or graduate degree (preferred) in criminal justice, community development, business administration, or related field and three (3) years progressively responsible experience in working both independently and collaboratively in management or project management; or a combination of education, experience, and training deemed acceptable by the hiring authority.

Other Skills
• Experience working with people from diverse backgrounds and cultures.
• Knowledge of the neighborhood, government, and local institutions.
• Experience leading policy discussions and advocating at various levels.
• Preferred knowledge of Crime Prevention Through Environmental Design (CPTED) approach/strategies.
• Experience leading project management teams and collaborative workgroups.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

The physical demands described here 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.

While performing the duties of this position, the employee is regularly required to sit; reach with hands and arms; talk; hear. The incumbent is frequently required to sit and/or stand and most of the work is completed at an assigned desk station in front of a computer. The incumbent is occasionally required to walk; balance; stoop, kneel, crouch or crawl. The incumbent must regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds; and rarely lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.