



**CITY OF HAWTHORNE  
POLICE DEPARTMENT  
COMMUNITY AFFAIRS ASSISTANT  
Classification Specification  
(Classified)**

**JOB SUMMARY**

The Community Affairs Assistant works under direction of the Community Affairs Bureau Sergeant and / or Lieutenant, performs a variety of clerical and technical duties related to promoting and supporting programs and activities related to community-engagement programs; and performs other related duties as required.

**SUPERVISION RECEIVED**

The Community Affairs Assistant is a non-sworn employee and reports directly to the Community Affairs Bureau Commander or his/her designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following is a list of typical duties assigned to the Community Affairs Assistant. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Assist in developing, maintaining, and supporting community engagement programs and related participating groups, serving as the liaison between the groups, police and city personnel, and others to promote problem solving efforts for the community.
- Assist with coordinating special community events, community programs, tours of the Police Department, and demonstrations and presentations of other units within the department.
- Coordinate and participate in the design, preparation, and distribution of community brochures, flyers, and newsletters.
- Make presentations to various community and neighborhood groups, schools, and organizations on safety.
- Assist in recruiting, screening, and training volunteers in staffing various community events.
- Maintain supplies and materials for the Community Affairs Bureau.
- Provide support in researching community engagement trends and tools.
- Respond to public inquires via mutual modules of communication, including, but not limited to phone calls, emails, electronic communications (text messaging), and at scheduled meetings.
- Perform clerical duties such as answering the phone, typing, and word processing.
- Assist in the coordination of community groups and organizations for a police presence (not for security or law enforcement purposes) to be at scheduled meetings and events.
- Perform related duties as required.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience**

- Graduation from high school or G.E.D.; AND
- Two (2) years of increasingly responsible experience working with a Community Affairs Program at a police department.

### Licenses, Certificate and/or Special Requirements

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.
- Must successfully complete a background investigation and/or polygraph examination.

### QUALIFICATION

#### Knowledge, Skills and Abilities

- Knowledge of community relationship building.
- Knowledge of basic functions of the police department.
- Knowledge of principles of assessing the needs of the local community and community organizations.
- Skill in using computers and related software.
- Skill in handling multiple tasks and prioritizing.
- Skill in planning and organizing.
- Ability to problem-solve.
- Ability to develop strategies in response to community needs.
- Ability to develop and maintain a positive working relationship with community leaders, coworkers, organizations, businesses, citizens, and city departments.
- Ability to communicate effectively, both orally and in writing.
- Ability to speak effectively in large and small group settings.
- Ability to handle physical requirements of the job.

### PHYSICAL DEMANDS

Physical requirements include lifting/carrying up to 50 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate two-way radio and basic office equipment. Involves the use of various functional body parts and extremities for bending, stooping, lifting, leaning, squatting, climbing, crouching, kneeling, crawling, turning, and twisting to perform essential functions. This position requires evening, holiday, and weekend shifts and the ability to adjust working hours with limited notice as needed. Working conditions may be inside or outside with potential exposure to temperature extremes, high noise, oily surfaces, dust, and inclement weather.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

FLSA Status: Non-Exempt  
Bargaining Unit: HMEA  
Civil Service Status: Classified

Revised: September 2022  
CSC Approved: September, 2022

