



MEMORANDUM

HUMAN RESOURCES
DIVISION

384-2451

October 20, 2016

TO: Mayor Laurel Lunt Prussing and City Council Members

FROM: Alex Bautista, Human Relations Officer
Todd Rent, Human Resources Manager

RE: An Ordinance Revising the Annual Budget for FY 2016-2017
(Establishment of the Community Outreach Coordinator Position)

Introduction: This Ordinance would revise the annual budget by allocating additional funds for the establishment of a new position in the Executive Department.

Background:

Staff recommends the establishment of a Community Outreach Coordinator position in the Human Relations Division of the Executive Department. Under the direction of the Human Relations Officer, the incumbent will leverage extensive direct knowledge of police practices and procedures, and exceptional community credibility to promote positive police-community relations. The incumbent will achieve this goal by developing and implementing outreach programs specifically designed to increase positive contacts between Urbana police officers and the community.

The establishment of this position will serve as a vital component in the City's overall efforts to promote public engagement and trust in the delivery of law enforcement services.

The draft job description has been attached as Exhibit B.

Fiscal Impact: Adoption of this Ordinance will result in an estimated increase in General Fund expenditures of \$61,831 for the current fiscal year and a recurring estimated annual expense of \$82,943.

Recommendation: Adopt this Ordinance amending the annual budget to provide for the expenditure item described above.

ORDINANCE NO. 2016-10-097

**AN ORDINANCE REVISING THE
ANNUAL BUDGET ORDINANCE FOR FY2016/17
(Staffing Adjustment)**

WHEREAS, the Annual Budget Ordinance of and for the City of Urbana, Champaign County, Illinois, for the fiscal year beginning July 1, 2016, and ending June 30, 2017, (the “Annual Budget Ordinance”) has been duly adopted according to Sections 8-2-9.1 et seq. of the Illinois Municipal Code (the “Municipal Code”) and Division 2, entitled “Budget”, of Article VI, entitled “Finances and Purchases”, of Chapter 2, entitled “Administration”, of the Code of Ordinances, City of Urbana, Illinois (the “City Code”); and

WHEREAS, the City Council of the said City of Urbana finds it necessary to revise said Annual Budget Ordinance by deleting, adding to, changing or creating sub-classes within object classes and object classes themselves; and

WHEREAS, funds are available to effectuate the purpose of such revision; and

WHEREAS, such revision is not one that may be made by the Budget Director under the authority so delegated to the Budget Director pursuant to section 8-2-9.6 of the Municipal Code and section 2-133 of the City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Annual Budget for FY2016/17, as revised, is hereby revised to provide as outlined in the attached Exhibit A.

Section 2. This Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the “ayes” and “nays” being called, of two-thirds of the corporate authorities then holding office (6 of 8 votes) of the City of Urbana, Illinois, at a meeting of the corporate authorities.

PASSED by the City Council this _____ day of _____, _____.

AYES:

NAYS: _____

ABSTAINED:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____, _____.

Laurel Lunt Prussing, Mayor

Budget Amendment 2016/17 - Exhibit A

		<u>Current Budget</u>	<u>Revised Budget</u>	<u>Difference</u>	<u>Reason</u>
<u>General Operating Fund</u>					
<u>Expenditures</u>					
020-3-1100-1102	Community Police Liaison	-	45,392	45,392	new position
020-3-1100-1600	Longevity Pay	2,177	6,716	4,539	longevity pay
020-3-1100-1800	Employee Insurance	11,587	13,167	1,580	benefits (health + life)
020-3-1100-1850	IMRF Pension	14,429	20,930	6,501	benefits
020-3-1100-1855	FICA	8,478	12,298	3,820	benefits
<u>Total Expenditures</u>		<u>34,964,744</u>	<u>35,026,575</u>	<u>61,831</u>	
<u>Ending Fund Balance (estimated)</u>		<u>9,769,101</u>	<u>9,707,270</u>	<u>(61,831)</u>	updated balance
Assigned - Computer Equipment		<u>159,499</u>	<u>159,499</u>	<u>-</u>	
Unassigned Fund Balance		<u>9,609,602</u>	<u>9,547,771</u>	<u>(61,831)</u>	



CITY OF URBANA
Human Resources Division

COMMUNITY OUTREACH COORDINATOR

JOB DESCRIPTION

Department: Executive Department	Division: Human Relations
Work Location: Urbana City Building	Percent Time: 100%
Job Type: Civil Service	FLSA Status: Non-Exempt
Reports To:	Union:

JOB SUMMARY

The Community Outreach Coordinator (Coordinator) supports the Human Relations Officer and Division with outreach programs and projects that foster positive and productive police-community relations. The position is under the primary direction of the Human Relations Officer and includes project analysis, social media communication, marketing, educational trainings, and outreach strategies to support the mission of the Division.

This position serves as a liaison between the City and the community and promotes opportunities to interact in a constructive manner. A critical component of the position's outreach includes increasing the number of positive contacts between patrol officers and the community, providing a means for both police officers and members of the community to dispel pre-conceived notions and forge new relationships.

The position requires understanding and appropriately applying knowledge regarding Urbana Police departmental functions, policies, practices and procedures. The Coordinator is expected to exercise initiative and judgment in selecting appropriate work methods and resolving problems by using appropriate reference documents and materials.

ESSENTIAL FUNCTIONS

Position Essential Duties

- Assists in developing community outreach programs to include public input and outreach. Coordinates marketing efforts for community relations and public education campaigns.
- Develop mechanisms and strategies to facilitate communication between the Police Department and citizens regarding progress toward organizational goals, changes and achievements.
- Assists in representing the Human Relations Office in public forums and social and civic functions with elected officials, external agencies, and community, neighborhood and business organizations.

- Creates, cultivates, and deepens strategic partnerships with key community members and groups. Represents the City and HRO Division through participation in community events and networking.
- Prepares and disseminates information related to programs to community members, businesses, and City staff, including press releases, brochures, videos, and bulletins regarding events and updates.
- Attends meetings, seminars and forums of interest to keep informed of changing trends or legislative initiatives. Monitors publications and networks for relevant information pertaining to the Division's agendas. Reports significant information to the Human Relations Officer.
- Monitors social and community trends and issues.
- Maintains a database of public relations contacts.
- Assists with researching, writing, and designing internal and external communication such as press releases and annual reports for the public and/or division.
- Participates in collaborative partnerships and coalitions of professionals involved in public information.
- Maintains confidentiality when involved with sensitive information requiring considerable use of tact, discretion, and judgment.

Standardized Essential Duties:

- Continuously seeks process improvements in all operations with the ultimate goal to improve the quality of customer service.
- Assists the public with inquiries, requests, and/or problems in a friendly, respectful, courteous, and professional manner.
- Communicates and reinforces organizational culture and values.
- Maintain maximum security over confidential materials.
- Recognizes situations which are beyond his/her limits and directs them to the appropriate person.
- Maintains ongoing communication with supervisor, informing him/her of all pertinent problems, irregularities, new developments, changes and other important information within area of responsibility.
- Maintain a professional and courteous attitude with all people, including fellow employees, members of the public, management, board and commission members, elected officials and members of the media. Cooperates with other departmental/division personnel to ensure customer service standards are consistently practiced.
- Maintain confidentiality in performing assignments relative to any information received directly or indirectly. Ensure that confidential information is kept secure.
- Complies with City policies and procedures.

- Report to work on time and as scheduled.
- Perform other duties as needed or assigned.

JOB REQUIREMENTS

Education & Experience

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- High school diploma or GED equivalent required. Bachelor's degree in Criminal Justice, Communications, Community Relations, Business Administration, or related field is preferred.
- Five (5) years' experience in law enforcement, public relations, journalism or a related field. Previous public sector and government television broadcast functions, operations and content experience required.
- Outreach/community relations experience.

Knowledge of:

- Police and community relations issues
- Laws pertaining to the release of criminal justice information
- Police Department policies, procedures and training
- General knowledge of business and public administration practices including recordkeeping, office procedures and software, English language usage, spelling, grammar and punctuation.

Skills

- Active listener and a self-starter; ability to take initiative where appropriate and be driven to achieve a high level of performance.
- Proficiency with Microsoft Office products, Adobe and/or equivalent publishing software. Some graphic design knowledge preferred.
- Outstanding written and verbal communication skills to include public speaking ability.

Competencies

- Collaboration Skills
- Communication Proficiency
- Diversity and Inclusion
- Leadership
- Personal Effectiveness/Credibility
- Project Management

Ability to:

- Respond effectively to the most sensitive inquiries or complaints.
- Work cooperatively with the general public and other City employees.
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Handle multiple priorities while working in a fast-paced, deadline oriented environment.
- Work independently with minimal supervision, a high degree of attention to detail, and exceptional organizational and prioritization skills.
- Work effectively and productively with others.
- Deal maturely, professionally and tactfully with difficult people and situations.
- Work under deadline pressure.
- Exhibit a high degree of professionalism, maturity, and patience.
- Strong organization skills and the ability to manage multiple responsibilities.

Licenses, Certifications and Memberships Required

- Must possess a valid State of Illinois driver's license or obtain one within fifteen (15) days of employment.

Supplemental Information

Work Hours and Environment, Physical Requirements, and Additional Information

Work Environment: 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. While performing the duties of this job, the employee is occasionally exposed to high, precarious places and toxic or caustic chemicals. The noise level in the work environment is usually moderate.

The work environment characteristics described herein 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 Requirements: *The physical demands described herein 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.*

- Requires the ability to operate, repetitively at times, a personal computer, mainframe computer terminal and calculator. Also requires ability to operate multi-line telephone and photocopier.
- Requires the ability to concentrate and consistently produce accurate work.
- While performing the duties of this job, the employee is frequently required to sit for up to 4 hours at a time; use hand to find, handle, or feel, reach with hands and arms; and talk or hear.
- The employee is occasionally required to stand, walk, stoop, kneel, crouch, or crawl.

- The employee must occasionally lift and/or move up to 30 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.
- Hearing: Hear in the normal audio range with or without correction.

Work Hours:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Class Specification History

New class:

General revision:

Revised minimum qualifications:

Revised definition, minimum qualifications, and add distinguishing characteristics:

Revised minimum qualifications:

Revised definition and distinguishing characteristics:

New class code:

For HR/Finance Use

Title Code	Pay Grade
EEO Category 2– Professional	