



City of North Charleston

Vacancy Notice

Position: LGBTQIA+LIASION OFFICER

Department: Police

Pay Rate 114 (\$59,847 - \$91,339)

GENERAL STATEMENT OF POSITION

As a sworn officer, and under occasional supervision, serves in an outreach Liaison capacity to act as a community advocate to assist in developing, implementing, and monitoring incentive and support programs for the LGBTQIA+ community. Provides an internal source of support to employees on LGBTQIA+ matters. Promotes cooperation between the North Charleston Police Department and the community, while taking a leading role in building a vital link between the police department, City, and the LGBTQIA community. Conducts research and makes recommendations to facilitate the access of necessary resources and programs to citizens. Collaborates with community leaders, residents, and businesses within the City of North Charleston to make recommendations for the design and implementation of safety projects and programs. Works diligently to promote positive public relations within the LGBTQIA+ community and assists in developing diversity training for the North Charleston Police Department. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires an associate degree in psychology, criminal justice, public administration, public relations, or a related field supplemented with specialized advanced training in criminal justice, psychology, social work, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement coursework and hold required law enforcement certifications.

Posted: 1/24/2024

Deadline: 01/31/2024

Finisha I. Bennett, SHRM-SCP, MA, MJ
Deputy Director – Human Resources

City of North Charleston

South Carolina

An Equal Opportunity Employer

Job Title:	LGBTQIA+ LIASION OFFICER		Job Code:	458
Core Comp Group	ADMINISTRATIVE		FLSA:	NON-EXEMPT
Pay Grade:	114			
Effective Date	01/23/2024	Revision A: Risk	LHM 01/23/2024	
Revision B:		Revision C:		
FOR DEPARTMENTAL/OFFICE USE ONLY				
Dept.	Police		Dept. #	401
Location:	City Hall		EM Status:	
Reports To:	Chief of Police			

Summary Objective

As a sworn officer, and under occasional supervision, serves in an outreach Liaison capacity to act as a community advocate to assist in developing, implementing, and monitoring incentive and support programs for the LGBTQIA+ community. Provides an internal source of support to employees on LGBTQIA+ matters. Promotes cooperation between the North Charleston Police Department and the community, while taking a leading role in building a vital link between the police department, City, and the LGBTQIA community. Conducts research and makes recommendations to facilitate the access of necessary resources and programs to citizens. Collaborates with community leaders, residents, and businesses within the City of North Charleston to make recommendations for the design and implementation of safety projects and programs. Works diligently to promote positive public relations within the LGBTQIA+ community and assists in developing diversity training for the North Charleston Police Department.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Develop and maintain relationships in the community with the citizens, key community members, including public officials, business leaders, non-profit organizations, media representatives and other public and private organizations, with an intent of promoting the design and implementation of safety projects and programs for the LGBTQIA+ community.
- Represent the North Charleston Police Department in planning, implementing, and attending community outreach initiatives, such as events, programs, and workshops designed to engage the community and promote the City organization's mission. Serves on applicable community boards and committees to further promote safety and programs for the LGBTQIA+ community.
- Assisting, advising, and consulting with the North Charleston Police Department, Mayor, City Council, and other City officials on LGBTQIA+ issues and opportunities within the City.
- Heighten awareness of opportunities to engage the LGBTQIA+ community and identify gaps in available services and resources.
- Promote and encourage the LGBTQIA+ community to report crimes. Maintain data, create reports and provide quarterly statistics and updates to the North Charleston Police Department Leadership Team and the Office of the Mayor.
- Provide support to various police department divisions with investigations and follow-ups.
- Organize and facilitate diversity training for the North Charleston Police Department on LGBTQIA+

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topics, crime statistics and available resources. Develop departmental training that focuses on creating an inclusive workplace for LGBTQIA+ employees.

- Conduct research and provide training and data on state and federal hate crimes.
- Work with the North Charleston Police Department and City officials on developing and implementing strategies to address the needs of vulnerable groups within the LGBTQIA+ community (i.e. youth, people experiencing homelessness, older adults, people living with HIV or AIDS, transgender, non-binary, or bisexual persons, people of color, etc.).
- Representing the North Charleston Police Department, meet with business owners, community groups, and individuals of the LGBTQIA+ community to identify unique needs and solicit feedback on relevant laws, policies, programs, and services.
- Representing the North Charleston Police Department, identify and attend trainings and/or conferences related to LGBTQIA+ issues to further enhance job knowledge and skills, and provide key take-aways to the North Charleston Police Department staff for educational purposes.
- Work with city leaders to implement a city government recruitment program that actively advertises to the LGBTQIA+ community and further promotes diversity and inclusion.
- Develop and maintain an open, trusting relationship between the LGBTQIA+ community, the North Charleston Police Department and city officials, including the mayor, city manager, and city council.
- Assist the North Charleston Police Department in providing families with potential solutions to problems which may interfere with student success in school and community, directing families to appropriate agencies, medical attention, or other assistance and resources.
- Representing the North Charleston Police Department, serve as the liaison to community agencies including welfare and juvenile probation, in an effort to educate and resolve LGBTQIA+ problems.
- Attend community meetings as required to represent the North Charleston Police Department.
- Represents the North Charleston Police Department at public speaking engagements, meetings, and conferences, related to LGBTQIA+ programs, incentives, and resources.
- Document and recommend responses and action plans as a result of interacting with various individuals and organizations to meet the City's goals and objectives.
- Analyzes crime related data and issues specific to LGBTQIA+ community and makes recommendations on prevention and programs for awareness.
- Maintain statistical documentation of programs, partnerships, and resources developed for future community assessment and connection to the LGBTQIA+ community.
- Enforces all federal and state laws and City ordinances relating to public safety and welfare; performs all duties in compliance with applicable policies, procedures, laws, regulations, and standards of safety.
- Performs general or specialized police duties peculiar to the unit to which assigned.
- Performs general police work, including but not limited to maintaining public order, responding to calls for service, and apprehending, arresting and detaining criminals, suspects and law violators; transports prisoners and mental patients as necessary.
- Provides testimony and presents evidence in court as necessary.
- Receives and responds to citizen inquiries, complaints and requests for assistance.
- Prepares and submits daily records and reports as required.
- Maintains assigned equipment and vehicles.
- Assists other law enforcement agencies and jurisdictions as required.
- Participates in public relations efforts necessary to maintain cooperative and positive relationships between the department and community.
- Maintains required certifications and training as mandated by the Department.
- Performs general clerical work as required, including entering and retrieving computer data, preparing reports, copying and filing documents, sending and receiving faxes, attending meetings, answering the telephone, etc.
- Receives and reviews various documents, which may include case folders, incident reports, investigative reports, statements, evidence reports, etc.
- Prepares various documents, which may include daily activity reports, incident / accident reports, citizen complaint forms, citations/warnings, arrest reports, case reports, investigative reports, injury reports, various other records, logs, reports, etc.
- Refers to policy and procedure manuals, computer manuals, NCIC data, laws, codes, statutes, directories, maps, etc.

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- Operates various types of office equipment, machinery and tools in the performance of duties, such as a computer, typewriter, adding machine, audio-visual equipment, radio equipment, telephone. Operates/uses a variety of police equipment, which may include a police vehicle, restraining devices, protective gear, firearms, radar unit, camera, crime scene investigative tools, surveillance equipment, etc.
- Uses clerical and computer supplies.
- As a sworn officer, interacts and communicates with the immediate supervisor, other superior officers, co-workers, other City personnel, other law enforcement agencies, emergency response agencies, school officials, civic and community groups, attorneys, court personnel, complainants, witnesses, suspects, inmates, informants, and the general public.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the City and Department as they pertain to the performance of duties of the LGBTQIA+ Liaison Officer.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Knowledge of the methods and organization of a city law enforcement agency as reflected in the needs and requirements of the City.
- Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.
- Ability to offer assistance to co-workers and employees of other departments as required.
- Knowledge of the structure, functions and inter-relationships of state and local law enforcement agencies.
- Knowledge of up-to-date law enforcement procedures.
- Knowledge of firearms, automotive, radio and other law enforcement equipment.
- Skilled in the use and care of firearms.
- Knowledge of legal rights of accused persons and law enforcement.
- Knowledge of criminal behavior and methods of operation.
- Ability to conduct thorough criminal investigations.
- Ability to participate in special police operations as necessary.
- Has knowledge of civil process.
- Knowledge and ability to use the concepts of community policing and problem-solving.
- Ability to analyze problems that arise in assigned areas of responsibility and recommend solutions.
- Ability to use judgment and discretion in dealing with emergency situations, and applying new laws, law enforcement methods and techniques, etc.
- Ability to assemble and analyze information and make written and oral reports concisely, clearly and effectively.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Ability to communicate effectively with a wide variety of public and private groups and is persuasive in such communication.
- Knowledge of other City departments to communicate and interface with their representatives as necessary in carrying out duties and responsibilities.
- Ability to deal courteously, yet firmly and effectively with the public in police situations.
- Knowledge of or the ability to learn the layout of local roads and of the locations and characteristics of the various neighborhoods.
- Ability to handle required mathematical calculations accurately and quickly.
- Knowledge of modern office equipment and practices; has knowledge of and skill in the use of computers for word processing and records management.
- Knowledge of the standard tools, materials and practices of the trade.
- Skilled in the care and use of required tools and equipment.
- Knowledge of the occupational hazards and safety precautions of the trade.

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- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.
- Knowledge of the structure, functions and inter-relationships of school boards, state and local law enforcement, court, social service departments, and other agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to give public presentations with confidence and professionalism.
- Ability to represent the North Charleston Police Department effectively and professionally before various audiences, including the news media.
- Ability to work effectively and build trusted relationships with the LGBTQIA+ community, city officials, citizens, support groups, business owners, other government agencies, and private and public organizations.
- Ability to communicate effectively with a wide variety of public and private groups and is persuasive in such communication.
- Knowledge of and ability to analyze community needs and recommend specific plans for modifying or extending City services.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to be positive, team-oriented, collaborative, and facilitative whether working with executive leadership, citizens, business owners, peer group, other agencies, private or public organizations, or with City staff.
- Ability to identify, address, and solve problems with resilience and professionalism. Proactive in taking initiative to enhance programming and services.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluate alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful, and professional manner with the utmost integrity in the best interest of the public.
- Knowledge of community resources and agencies available for problem resolution.
- Ability to summarize data/information from a variety of sources and to prepare reports.
- Ability to learn federal, state, and district laws, guidelines, and regulations related to assigned functions.

Minimum Education and Experience Requirements

Requires an associate degree in psychology, criminal justice, public administration, public relations, or a related field supplemented with specialized advanced training in criminal justice, psychology, social work, This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities. Must have successfully completed required law enforcement coursework and hold required law enforcement certifications.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

The work requires frequent and recurring assignment requiring strenuous effort and endurance or quick reflexes to perform the work, such as lifting, dragging, fighting, standing, running, walking, stooping, climbing, striking, or the potential need to subdue or restrain violent persons or animals. Ability to travel over rough terrain or barriers. Specific vision abilities required by this job are those required to possess a valid South Carolina Driver's license. Must be able to hear in the normal audio range with or without correction. Police recruits are required to meet the necessary physical ability test course requirements in accordance with the South Carolina Law Enforcement Agency to become certified as a law enforcement officer. Must have the psychological temperament and emotional maturity to carry a weapon, handle disturbing emergency incidents, and for effectuating an arrest.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

Involves routine and frequent exposure to:

- Bright/dim light; dusts and pollen;
- Extreme heat and/or cold; wet or humid conditions
- Extreme noise levels; animals/wildlife;
- Vibration; Fumes and or noxious odors;
- Traffic; moving machinery.

Special Certifications and Licenses

- Valid South Carolina Driver's License
- Required State Law Enforcement Certifications

Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.

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