

**CITY OF OBERLIN JOB DESCRIPTION**  
**Community Service Officer**

<b>Title:</b>	Community Service Officer	<b>Department:</b>	Police Department
<b>Supervisor:</b>	Chief of Police, Lieutenants, Sergeants and Patrol Officers	<b>Position(s) Supervised:</b>	Auxiliary Police Patrol Officers; Auxiliary Police Sergeants
<b>Status:</b>	Part-Time	<b>Civil Service Status:</b>	Unclassified
<b>FLSA Status:</b>	Non-Exempt	<b>Exemption Category:</b>	N/A
<b>Bargaining Unit:</b>	N/A	<b>Pay Grade:</b>	Not categorized
		<b>Schedule:</b>	As directed by Police Chief

*This description is meant to represent a body of work typically performed in this position but does not necessarily represent all the duties which may be assigned to the incumbent in the position. The incumbent is responsible for performing miscellaneous duties as needed or assigned.*

**General Statement of Duties:**

Assists the Public Works Department, Code Enforcer and the Police Department. Enforces City parking; pedestrian; bicycle; animal; health, safety and sanitation; garbage and rubbish collection; and City Park and Recreation areas ordinances. Reports hazardous conditions. Responds to emergency situations and offers aid as necessary.

A permanent part-time uniformed officer. Works an average of 20 hours per week. Will be scheduled by the Chief of Police to address the needs of the Department. Required to work different shifts, various days, holidays and during all types of weather in hazardous environments. Not authorized to carry lethal weapons. May carry baton, stun guns and chemical agents when trained by the Department. Is required to report for duty in a designated emergency situation. Must comply with all Oberlin Police Department regulations and standards of conduct. Will work closely with other City departments, including Code Administration and Public Works.

The Community Service Officer shall be committed to the mission, vision and values of the City and demonstrate such through ethical conduct, community stewardship, individual initiative and responsive service. The Community Service Officer shall demonstrate leadership, management and technical skills through effective communication and collaboration, proper use of team resources, progressive decision-making, personal accountability and responsibility.

The job description is intended merely to illustrate the duties that may be assigned to persons assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

### **Minimum Qualifications:**

Must meet requirements of an Oberlin Police Auxiliary Officer. Must pass oral interview, background check, physical and psychological examination. Ability to read, write, type and speak clearly. Good physical condition. Must be able to function in emergency situations. Must have good driving skills. Must be able to obtain and maintain a valid Ohio Driver's License. An individual who poses a direct threat to himself/herself or others in the workplace will be deemed not qualified for this position.

### **Primary Job Duties:** *(Essential functions are identified by an "\*\*").*

#### **General Duties\***

- Provide security for residents, businesses, commercial buildings and public property within the City of Oberlin.
- Enforce City ordinances:
  - Chapter 351: Parking (sections 351.01 through 351.19).
    - Chapter 371: Pedestrians (sections 371.01 through 371.11).
  - Chapter 373: Bicycles and Motorized Bicycles.
    - 373.02
    - 373.03 (can enforce provision against bicyclist, skater, etc. but not against the operator of a motor vehicle).
    - 373.04 (can enforce provision against bicyclist but not motorcycle operator).
    - 373.05 through 373.14.
  - Chapter 505: Animals and Fowl (sections 505.02, 505.03, 505.04, 505.09, 505.11 and 505.12).
  - Chapter 521: Health, Safety and Sanitation (sections 521.03 through 521.08 and 521.10)
  - Chapter 923: Municipal Reservoirs (section 923.01).
  - Chapter 925: Garbage and Rubbish Collection (sections 925.02, 925.03, 925.05, 925.09, 925.11, 925.12, 925.13 and 925.17).
  - Chapter 927: City Parks and Recreation Areas (sections 927.02 through 927.27).
- Answer emergency calls and provide assistance and aid as needed.
  - Maintain job-related equipment.
  - Maintain records.
  - Report ordinance violations.
  - Inspect all properties of the City for security, including homes of senior citizens and vacationing residents, upon request.
  - Assist other Police Department officers as needed.
  - Conduct bicycle registrations.
  - Receive stolen bicycle reports and retrieve abandoned bicycles.
  - Fingerprint civilians and arrestees.
  - Attend various police-related schools and seminars.
  - Participate in Police Department training.
  - Perform other related duties as assigned.

### **Supervision:**

- Works, according to the Department chain of command, under the supervision of the Chief of Police, Lieutenants, Sergeants and Patrol Officers.

- May supervise Dispatchers, Auxiliary Officers and Police Explorers according to the Department chain of command.

**Unusual or Special Working Conditions:**

- Responds to call-outs in times of emergency.
- Required to work in severe weather conditions and possible hazardous traffic conditions.
- Dependability in this position is vital.
- Applicants must be able to respond and report for work within 20 minutes if called in to work an unscheduled assignment. Applicants must be able to work in an outdoor environment and in various weather conditions.

**Required Knowledge, Skills and Abilities:**

- Knowledge of basic Oberlin City ordinances pertaining to this enforcement activity.
- Knowledge of basic safety principles and practices
- Ability to establish and maintain effective work relationships with supervisor, co-workers, employees, City officials and the public
- Ability to investigate, analyze and effectively resolve problems and conflicts
- Ability to multi-task and perform with evolving priorities
- Ability to maintain confidentiality and handle sensitive issues with discretion/sound judgment

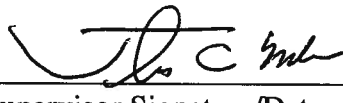
**Work Environment and Equipment Utilized:**

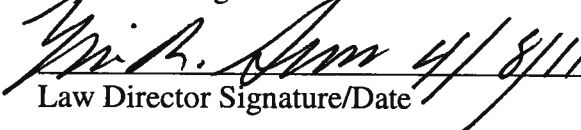
Standard traffic safety equipment is utilized routinely in the job, and the work is performed in the field, where the employee may be exposed to extreme conditions of weather, sound, odors and other unpleasant conditions and hazards. **SAFETY SENSITIVE POSTIONS ARE SUBJECT TO RANDOM DRUG AND ALCOHOL TESTING ACCORDING TO CITY POLICY.**

\_\_\_\_\_  
Employee Signature/Date

 04.07.11  
\_\_\_\_\_  
Human Resources Signature/Date

  
\_\_\_\_\_  
Appointing Authority Signature/Date

 4/12/11  
\_\_\_\_\_  
Supervisor Signature/Date

  
\_\_\_\_\_  
Law Director Signature/Date

Reviewed by Civil Service Comm: 04/06/11

Reviewed by City Council: N/A