JOB OFFER

Client: Town of Mount Royal Public Security Department

Job type: Full time, 40 hours per week

Schedule: May vary but mainly weekdays

Posting date: October 7, 2019

Deadline to apply: October 25, 2019

Job title: Community Relations Officer

Salary: $26.24 per hour (following the coming into effect of the new decree) Possible annual bonus after performance assessment

Brief description:
Reporting to the Public Security Captain, the selected candidate will carry out tasks that aim to increase the public’s sense of security in the Town of Mount Royal. Acting as liaison between citizen groups, local associations, schools, and communities, the Community Relations Officer will adopt a proactive approach to solve problems. They will implement initiatives and crime prevention projects in collaboration with the police and within the Public Security mandate of the Town of Mount Royal.

Job description:
The Community Relations Officer is expected to:

• Follow and apply the department’s policies and procedures
• Compile and analyze crime statistics and trends for their territory
• Propose tools and initiatives to prevent crime in the city
• Work closely with police authorities to consolidate the partnership between the police and Public Security in matters of crime prevention
• Put forward projects that aim to foster positive relations between Public Security and the Town’s residents, better communicate the department’s services, and draw a distinction between Public Security and the police
• Keep the police informed of all situations falling within their exclusive jurisdiction as provided in the Criminal Code
• Participate in the development of Public Security action plan priorities in matters of crime prevention
• Organize educational activities targeting different client bases in the Town of Mount Royal in collaboration with associations, schools, and other partners
• Report directly to the Public Security Director and relay all expectations and concerns observed and received from residents and various client bases
• Actively participate in youth and senior roundtables by taking part in their activities or projects
• Maintain the department’s visibility in the community and promote its services, philosophy, mission, mandate, and values
Submit daily, weekly, and monthly activity reports and keep the Director apprised of situations that might influence service directions and intervention plan adjustments
Ensure the completion of all other tasks related to your role as Community Relations Officer
Adopt behaviour that reflects the department’s impeccable image and wear the uniform according to specifications
Respect the department’s administrative and operational directions, policies, directives, and procedures
The selected candidate will occasionally be required to patrol the territory
The selected candidate must be autonomous and take charge of the following files:
  o Emergency response training, exercises, and support;
  o Senior/youth booklet program;
  o Neighbourhood Watch Program;
  o Residential alarm response program;
  o Monitoring service for vacant houses;
  o Home security inspections;
  o Collaboration protocols with the SPVM (Rétine project, plate investigation, partnerships, etc.)
  o Town facility evacuation exercises in compliance with the fire safety plans;
  o Update of the Service's forms and promotional and prevention materials.
Perform all other related tasks assigned by their supervisors

Requirements:
A college diploma in Police Technology or other branch of social sciences
Never been convicted of a criminal offence
At least five years of experience working as a community relations officer or in a comparable position, or five years of experience working as a supervisor in public security
Willing to work a flexible schedule according to the needs of the department
A strong sense of ethics, rigour, autonomy, and discretion
A valid Class 4A licence to drive an emergency vehicle
A security guard permit issued by the Bureau de la Sécurité Privée du Québec
Excellent spoken French and English, and excellent written French

More information:
Please note, only those selected to be interviewed will be contacted. The start date is scheduled for November 2019.

Candidates:
Persons interested in this position must submit their CV and cover letter by email no later than Friday, October 25, 2019 at 10:00 to edison.ramirez@town.mount-royal.qc.ca, with the following subject line: Application – Community Relations Officer.