

# PROMOTIONAL RECRUITMENT

# PUBLIC SAFETY SPECIALIST

with the Public Safety Division

Performs a variety of administrative and professional functions related to Public Safety priority areas. Duties include assisting in development, planning and implementation of various projects, programs and activities; serves as the logistical coordination lead for the **Neighborhood Watch, National Night Out Event, and CERT Program**; and assist with other projects of the departments various initiatives; assisting the director with the department budget reporting and monitoring, contract management; and researching and developing programming and events related to the division and department. The incumbent of the position must possess high level of organization, multi-tasking and communication skills, particularly internal & external correspondence with community volunteers and various governing bodies.

## Minimum Qualifications:

Education and Experience:

- Bachelor's degree from an accredited four-year college or university in a related field; and,
- Three to four years of progressively responsible related experience; or,
- Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

**\$6,542.09 - \$8,359.35 MONTHLY**  
**APPLICATION DEADLINE:**  
**JULY 29, 2021 AT 5:00 PM PACIFIC**

For Job details and requirements, and to apply online, please visit  
[https://agency.governmentjobs.com/weho/default.cfm?  
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City of West Hollywood  
California 1984