



CLASS SPECIFICATION

Class Code: 16351
Date Est: 2/28/08
Last Rev:
Last Title Chg:
FLSA: Non-Exempt
Probation: 12 months

NNCTC TERRORISM LIAISON COORDINATOR

DEFINITION

Under general supervision, this professional position will be responsible for developing and implementing the Terrorism Liaison Officer Program to include supporting the establishment and maintenance of productive relationships with individual Terrorism Liaison Officers and their public safety agencies, analyzing user needs, providing training, preparing program documentation and operating procedures manuals; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelors degree in Public Administration, Business Administration, Criminal Justice or a closely related field; and four years of military and/or law enforcement experience that includes collaborating with agencies at the federal, state and local private level; OR any equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A recent Secret or Top Secret Security Clearance from a law enforcement, national security or military entity at the federal level; or the necessary background to acquire such a clearance within two years of hire.

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises no direct supervision over technical and clerical staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Serve as spokesperson and primary resource for information regarding program; respond to a variety of inquiries from staff, the media or the public on the telephone, in person and by letter in a timely manner, providing information or directing questions to appropriate staff to promote good public/media relations and create cooperative working relationships. Make presentations to NNCTC staff and governance board, staff from participating public safety agencies and other public and private groups.

Coordinate and monitor the NNCTC's Terrorism Liaison Officer Program – supporting the establishment and maintenance of productive relationships with individual TLO's and their employing public safety agencies.

Prepare program documentation and operating procedures manuals

Support development and presentation of post-incident assessments, after-action reports and initiatives.

Prepare graphs, charts (link analysis, event flow analysis, activity charting), tables and other illustrative devices for visual presentation of data;

Coordinate with the NNCTC Director concerning the exchange of information between the center and the participating public safety agencies.

Attend information sharing meetings and interact with participating public safety agencies on a regular basis.

Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

Appear before special interest groups and community organizations, attend board and commission meetings to present programs or materials dealing with County activities; attend meetings to build agency morale and community support.

Initiate, maintain and update a variety of resource materials, files and records, including news archives, of background information related to area of assignment.

Create and/or review information sharing plans and policies, along with assisting participating public safety agencies in writing or revising those plans.

Work closely with the WCSO OPSEC program.

Communicate and support of Department of Homeland Security (DHS) information sharing initiatives.

Prepare a variety of documents, conduct briefings, and assist WCSO homeland security efforts. Are considered an integral part of the Northern Nevada's homeland security team.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Government process as it relates to area(s) of assignment.

Criminal intelligence process, intelligence-led policing and their roles in enhancing public safety.

Proper handling and collation of criminal intelligence information, including file management and information evaluation.

Critical thinking, logic, inference development and recommendation development skills.

Media resources and other forms of public outreach available in the community.

Management information systems and software programs used in the assigned area.

Terms and acronyms commonly used in the assigned function.

Public relations practices and strategic program development.

Legal, privacy and ethical issues relating to intelligence.

Provide budget support for program development and grant submissions.

Methods for developing and presenting public information programs.

English usage, spelling, vocabulary, grammar and punctuation.

Ability to:

Develop comprehensive public relations and public information programs for area(s) of assignment.

Develop and maintain cooperative and productive working relationships with local media and key figures in community groups and agency programs.

Plan and organize work to meet schedules and timelines.

Write materials appropriate for a variety of venues such as speeches, brochures, news releases, fact sheets, public service announcements, news or special interest articles.

Make effective visual and oral presentations in front of individuals and groups.

Use a personal computer and a variety of software packages, including word processing and desktop publishing.

Respond to requests and inquiries from the public and County personnel related to the policies and procedures of assigned function.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a standard office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use computers, telephones, printers, copiers, and FAX machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date January 2008