

DESCRIPTION: Under administrative direction of the Executive Director of the Commission on Law Enforcement and Criminal Justice, is responsible to develop, foster, promote and assess violence prevention programs with the goal of reducing street and gang violence and the reduction of homicides and injuries caused by firearms. Perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS: (A position may be assigned to this class based on the scope and level of work performed as outlined below.)

This is a one-of-a-kind position found only in the Nebraska Commission on Law Enforcement and Criminal Justice.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Develops, fosters, promotes and assesses prevention programs with the goals of reducing street and gang violence and the reduction of homicides and injuries caused by firearms.

Raises financial and in-kind support for violence prevention and firearm safety programs. Distributes information regarding available resources.

Collects, analyzes, correlates, and presents data and information related to violence prevention and the reduction of homicides and injuries caused by firearms.

Develops, in consultation with the Executive Director and the Advisory Council, definitions, requirements and standards to be used for the violence prevention grant program.

Reviews grant applications, drafts contracts per agency operating instructions and monitors financial and program performance and evaluation.

Facilitates the planning and development of special projects to enhance existing violence prevention initiatives and provide innovative approaches to address identified problems.

Confers with federal agencies, professional/industry associations, public and private organizations, law enforcement, state and local agencies, the public and agency staff to promote collaboration related to preventing street and gang violence and reduction of homicides and injuries caused by firearms.

Consults with communities and grant recipients to keep them informed of best practices and procedures and provide technical assistance related to violence prevention and reduction of homicides and injuries caused by firearms.

Provides technical advice and assistance to the Violence Prevention Advisory Council.

Determines and requests, through the Executive Director, material and equipment needs for the program.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: community-based service delivery; program development, management and supervision; grant application process; criminal/juvenile justice; best practices in violence prevention methods/techniques; communication techniques; fundraising methods; contractual process;

Ability to: communicate effectively; develop innovative/creative ideas for violence prevention; develop policies/procedures; collaborate with all levels on both a community/statewide level; facilitate planning and development; collect, analyze, & correlate data; and present data/information to individuals/groups.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Post high-school education or training in criminal/juvenile justice, social sciences, public administration, political science or related field plus five years experience in community based service delivery, program development, management and supervision;

OR

Bachelor's degree in criminal/juvenile justice; social science, public administration, political science, or related field and two years of experience in community-based service delivery, program development, management and supervision.

SPECIAL NOTES:

Must have a valid driver's license or provide independent authorized transportation. Frequent in-state travel required.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).