

Independent Police Review Coordinator

FLSA Status: Exempt

Bargaining Unit: AFSCME

General Summary

The Independent Police Review (IPR) Coordinator will coordinate the overall administrative functions of the office in support of office operations. The IPR Coordinator will support other functions such as communications, outreach, and the Community-Police mediation program as directed.

Distinguishing Characteristics

The IPR Coordinator is distinguished from other Coordinator classifications by its support of the independent, civilian oversight agency tasked by Portland City Council in agreement with the Department of Justice to investigate and monitor allegations of misconduct by sworn members of the Portland Police Bureau.

The IPR Coordinator is distinguished from Coordinator IV in that the latter supervises a minimum of four employees and has considerable discretion in program/project oversight, direction, and budget authority.

The IPR Coordinator is distinguished from the Analyst series in that the latter exercise critical investigative ability, judgment, and discretion in making recommendations or decisions with an organizational impact and the former coordinates efforts around administrative functions that require assistance from other City entities, such as OMF, procurement, recruitment, and budget activities with the IPR.

Typical Duties/Examples of Work

1. Serve as liaison between IPR and interagency partners: Coordinate with administrative partners in OMF & BHR and others on matters related to human resources, contracts, budgeting, and volunteer management. Communicate operational impacts and needs with IPR management and staff.
2. Coordinate with IPR management and management analyst on the design and release of reports and policy reviews. Review and edit press releases for form and function. Maintain and manage the IPR website, social media accounts, and public email listserv. Update and edit external communication documents such as complaint forms and brochures; arrange for the translation of materials.
3. Coordinate internal administrative and operational functions; draft budget documents, monitor contracts, coordinate response to public records requests, respond to legal holds, develop and implement internal processes, organize filing systems, identify and research technology needs.
4. Work with IPR management and investigators to communicate with community members about mediation, correspond with Police Bureau command staff and officers, work with mediator to schedule mediations, coordinate contract extensions and renewals.
5. Develop and administer programs and projects; research and provide answers to technical questions; oversee the development and implementation of related plans, policies, and procedures.

6. Recommend and implement updates to established processes to improve efficiency across the office; identify and address administrative or operational needs for investigations unit, IPR management and staff.
7. Produce Council documents and other written materials.

Required Knowledge, Skills & Abilities

Knowledge of:

1. Principles, methods, and practices of public involvement principles, mediation, and collaborative decision-making.
2. City and bureau policies, programs, functions, and issues: legal and regulatory provisions, and communication and involvement issues and challenges.
3. Roles of government oversight offices.
4. Law enforcement agencies and the criminal justice system.
5. Current trends and methods in public information and public involvement.

Skills:

1. Effectively build and maintain relationships with a wide variety of communities, individuals, and agencies.
2. Interpret sensitive information and situations and make recommendations in accordance with applicable guidelines.

Abilities:

1. Exercise sound judgment.
2. Communicate clearly and concisely, orally and in writing for a variety of audiences and purposes.
3. Understand and interpret new and complex concepts and information applicable to assigned projects and responsibilities.
4. Use tact and diplomacy in dealing with sensitive situations and upset individuals.
5. Establish and maintain effective working relationships with all levels of City management, elected officials, representatives of other governmental agencies, business and community leaders, employees, media representatives, the public, and others.

Minimum Qualifications Required

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Course work from an accredited college or university in criminology, criminal justice, business administration, public administration, or related field; AND

Experience: Three (3) years of progressively responsible experience involving analysis, planning, organizing, and/or evaluating programs in a public agency or customer service related field.

Special Requirements

- Must successfully pass a comprehensive background investigation.
- CJIS Level 2 Security Awareness certified within six months of hire.

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Class History:

Adopted: July 1, 2022