

**SNOHOMISH COUNTY JOB DESCRIPTION**  
**COMMUNITY SERVICE INFORMATION MANAGER**

Spec No. 4008

**BASIC FUNCTION**

Serves as liaison between the Sheriff's office and news media, manages, coordinates the office's public information, crime prevention, crime analysis, and community service officer's programs.

**STATEMENT OF ESSENTIAL JOB DUTIES**

1. Plans, schedules and supervises the work/performance of civilian personnel in the community service officer's program.
2. Develops and disseminates crime analysis data.
3. Acts as liaison with other law enforcement agencies with respect to release of information concerning joint operations.
4. Writes and places press releases.
5. Plans and organizes departmental public relations activities; conducts meeting with neighborhood and church groups, clubs and business organizations to inform them about security hazards and crime prevention techniques.
6. Disseminates crime prevention information and materials to the citizens of unincorporated Snohomish County.
7. Arranges for security surveys of residences and businesses.
8. Works with members of the Snohomish County Sheriff's Office Explorer Scout Post in distributing identification materials and assisting citizens in marking property for identification.
9. Provides information and assistance to patrol officers and other members of the office regarding public relations and crime prevention techniques.
10. Administration of Intrusion Alarm Systems Ordinance requirements.

**STATEMENT OF OTHER JOB DUTIES**

11. Performs related duties as required.

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**MINIMUM QUALIFICATIONS**

Bachelor of Arts degree from an accredited college or university is preferred but not necessarily required. High school graduation or GED certificate. Successful completion of a basic police training academy recognized by the Washington State Criminal Justice Training Commission, experience as a commissioned officer in a progressive police or sheriff's office comparable in size or larger than the Snohomish County Sheriff's Office; must pass job related tests; and/or any equivalent combination of training and/or experience that provides the required knowledge and abilities. All applicants must be United States citizens. All applicants must hold a valid Washington State driver's license unrestricted except as to vision at time of appointment. To be eligible for appointment, applicants must pass a civil service examination. A complete background investigation, including fingerprinting and a complete criminal record check, and a polygraph examination are required. This position is determined, under WAC 446-20-230, to be of such a sensitive nature that fingerprints of employees will be required and will be used to conduct a criminal record background check. Must pass job related tests.

**KNOWLEDGE AND ABILITIES**

Knowledge of:

- principles and techniques of public relations and communications;
- principles and practices of organization and administration;
- basic principles and practices of effective supervision;
- skill in public speaking.

Ability to:

- organize facts and present information and recommendations effectively orally and in writing, and to prepare clear and comprehensive reports;
- plan, schedule, supervise, and evaluate the work of subordinates;
- lead, motivate, and control subordinates, and to organize and maintain an effective, responsible, and concerned unit;
- work with minimal supervision and to function effectively in stressful situations;
- establish and maintain effective working relationships with news media, county officials and employees, and the general public;
- acquire/learn crime prevention techniques and practices.

**WORKING CONDITIONS.**

Work is performed in the usual office environment.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

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Class Established:

Spec No. 530614

EEO Category: 2 - Professionals

Pay Grade: 109 – Officials and Administrators

Workers Comp: 5306 Non-Hazardous

Approved by the Snohomish County Civil Service Commission September 26, 1988