CLASSIFICATION TITLE: SEXUAL ASSAULT KIT INITIATIVE (SAKI) SITE COORDINATOR

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 0020

PAY RANGE CODE: 13.1 MC REVISION DATE: 3/28/19

NATURE OF WORK:

This position in the Omaha Police Department (OPD) will serve as the central point of contact and overall grant coordinator for the City of Omaha’s federal Sexual Assault Kit Initiative (SAKI). The Site Coordinator will be responsible for collecting and maintaining qualitative and quantitative data, reporting progress on performance measures, reporting to the SAKI team on the status of the project in accordance with the timeline to ensure the group is meeting its goals, and completing the required federal grant reporting. The Site Coordinator will schedule and facilitate all Multi-Disciplinary Team (MDT) meetings, will actively facilitate policy review and development, and will monitor sub-recipient agencies and assist all agencies in identifying and scheduling relevant training opportunities. This position reports to the Deputy Chief of Police of the Criminal Investigations Bureau.

ESSENTIAL FUNCTIONS: (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Coordinates communication among all team members and ensures all project milestones are reached.

Addresses the current backlog of untested sexual assault kits and prevents future backlog for the Police Department.

Works with the MDT to improve sexual assault related training and ensure victim-centered protocols are being used to engage, notify, support sexual assault victims, and coordinate services to prevent, minimize, and address potential trauma to victims in reopening historic sexual assault cases in order to prevent re-victimization.

Acts as the point of contact on matters related to testing fee agreements.

Oversees timely and accurate submission of grant applications, amendments/modifications, compliance approvals and certifications.

Monitors progress toward achieving project and grant related milestones and submission of required progress reports and close out documents.
Tracks reporting deadlines and assists personnel with the administration and financial management of grant funds.

Develops policies and procedures necessary for grants administration.

Works with the Bureau of Justice Assistance Training and Technical Assistance (BJATTA) personnel assigned to the project to gather best practices and procedural information that will be used to improve the overall response to sexual assault in the Omaha area.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of victim advocacy, victim’s rights statutes, the criminal and civil justice systems, and law enforcement investigations related to sexual assault.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of principles and techniques of public personnel management.

Ability to plan, organize, and coordinate the activities of programs and activities.

Ability to understand written and oral instructions.

Ability to adhere to safety policies, procedures and guidelines.

Ability to communicate effectively, orally and in writing, with other city employees and the public.

Ability to effectively present information to interested groups and individuals via group presentations and/or written materials.

Ability to establish and maintain effective working relationships with fellow employees, the general public, community partners in the areas of law enforcement, and with advocacy groups.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to perform assignments in a timely manner with accuracy and proper detail.

Ability to manage complex budget activities.

Ability to sit from 76 to 100% of the time, to stand and walk from 26 to 50% of the time, and reach, bend, stoop, push and pull up to 25% of the time.
Ability to move objects weighing up to ten (10) pounds up to 33% of the time.

**EDUCATION AND EXPERIENCE:** (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor’s degree

OR

Five (5) years of experience in human services or criminal justice programs of which two (2) years must have been in any of the following areas: program or project administration, program development or planning, or grant coordination.

**SPECIAL REQUIREMENTS:**

Must possess a valid motor vehicle operator’s license from the time of appointment.

Must be available to work flexible hours and weekends.

**WORKING CONDITIONS:** (The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

- Computer/Tablet
- Telephone
- Printer
- Calculator
- Facsimile Machine
- Copier

Previous Revision Date(s):