INTEROFFICE MEMORANDUM

TO: All Department/Division Heads

FROM: Human Resources

DATE: August 25, 2016

SUBJECT: JOB OPPORTUNITY

SPECIAL POLICE OFFICER – SCHOOL RESOURCE OFFICER

$20.00 per hour

Starting Date:	**IMMEDIATE NEED**
Schedule:	No more than 25 hours per week, WHEN SCHOOL IS IN SESSION (not paid for any school breaks or when school is cancelled for any reason).
Type of Work:	PART TIME School Resource Officer

Must possess and maintain State Law Enforcement Certification, Valid Ohio Drivers' License and High School Diploma (or equivalent).

Location is Heritage Middle School

The City of Painesville is a drug, alcohol and nicotine-free employer.

Blank application & a full job description may be obtained from the switchboard attendant at City Hall, or online at www.painesville.com

Applications returned to the City of Painesville, Attn: Human Resource, PO Box 601, Painesville OH 44077-0601 or via email hr@painesville.com

The City of Painesville, Ohio, is an equal opportunity employer and does not discriminate against any individual, employee or applicant for employment, because of race, color, religion, sex, national origin, disability, age or ancestry, in the provision or accessibility of programs and services, or in employment practices.

POSITION DESCRIPTION
CITY OF PAINESVILLE
An Equal Opportunity Employer

Position Title: Special Police Officer/School Resource Officer (Part time)	1005a
Department: Police	**Date:** 8/25/16

Pay Class:	**Exempt / Non-exempt:** Non-exempt

General Purpose for Job: This is a specialized area of municipal law enforcement in cooperation with the Painesville City Local School District, for the protection of life and property through the enforcement of laws, ordinances, and school policy.

Employees assigned to this classification will not be assigned to uniform patrol, or to specialized activity associated with the rank and class designation of Patrol Officer without special permission. An employee in this class is not a Civil Service employee in the classified service and, therefore, is not eligible to participate or be subject to the process associated with a uniform patrol officer as authorized by Ohio Civil Service law.

Work is normally performed without direct supervision, and an officer must be able to exercise independent judgment in meeting various situations. A superior through reports, observations and discussions reviews work.

DUTIES *(The duties listed below are illustrative of the work performed by this classification. All duties are essential functions of the job unless otherwise noted with an asterisk.)*

- Responsible for protecting life and property, preventing crime, investigate and complete reports of criminal acts that occur on school property.
- Make arrests for criminal acts committed in their presence and patrol school grounds.
- Work with school administration and other juvenile authorities in the City and County governments.
- Gather intelligence and prepare for potential problems.
- Provide counseling and be available for meetings with parents, administrators and student.
- Be the liaison between the police department and the school system, and will be a part of the School Safety Committee.
- Conduct classroom training on various law enforcement topics when requested.

MINIMUM EDUCATION AND EXPERIENCE *(Required to qualify for position)*

Education: High school diploma or equivalent

Experience:

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES *(Required for satisfactory performance. Those which may be acquired after hire are noted with an asterisk.)*

Knowledge of:

- Modern police practices and methods.
- Division procedures, rules, and regulations.
- Applicable local ordinances and state statutes.
- Administration and code of conduct of the Painesville School System.

Skill and Ability to:

- Deal firmly and courteously with the public.
- Communicate effectively, orally and in writing.
- Maintain required records and to prepare reports.
- Use computers and computer programs.
- Analyze situations quickly and objectively and to determine proper course of action.
- Meet such physical requirements as may be established by competent authority.
- Deal with adolescents.

License or Certification Required: Valid Ohio Driver's License; State Certified Law Enforcement Certification

Scheduling Demands and Constraints:

- Normal working hours will be no more than 25 hours per week, may include some evening or weekend hours.
- Normal working hours do not include any School holidays, breaks or cancellations for any reason. Employee shall only work when school is in session.