



# LOUISVILLE METRO GOVERNMENT

## JOB DESCRIPTION

**Job Code** 080240

**Effective Date** 10/11/2007

**Description** Public Protection Coordinator

**Original Date**

**Revision Date** 07/07/2008

**Essential Functions** Coordinates and collaborates public protection activities with elected and appointed officials, federal, state and local organizations  
 Performs research and analysis of data, participates in committees and task forces, and performs special projects  
 Organizes meetings, data sharing and multiple programs with local, state and federal criminal justice agencies

**Examples Of Work** UNDER ADMINISTRATIVE SUPERVISION

Collaborates with elected and appointed officials, and federal, state and local organizations to determine needs and facilitate projects and initiatives  
 Researches and compiles data on programs, nation-wide issues, grants, partnerships and coordinates and shares information with local, state and federal agencies  
 Facilitates various criminal justice, public safety and homeland security committees and represents the agency and Metro Government in various capacities and in numerous forums  
 Interprets federal, state and local regulations and laws governing grant programs and ensures proposals are in accordance with grant funding source policies and criteria  
 Coordinates and prepares grant applications, manages criminal justice and homeland security grants, and assists agencies in completing grant applications  
 Monitors grant publications and notifies agencies of available funding opportunities and coordinates and prepares grant applications, manages criminal justice and homeland security grants, and assists agencies in completing grant applications  
 Collects and analyzes criminal justice, public safety and homeland security data and prepares programmatic, fiscal and statistical reports, including update and maintenance of MetroStat data  
 Creates or modifies tables, spreadsheets, charts, diagrams, brochures, surveys, and databases to analyze trends and produce reports  
 Manipulates computer programs and software to analyze and summarize data, generate reports, and to prepare brochures, surveys, diagrams and other information  
 Performs related work

**Physical Requirement and Working Conditions** Meets regular and punctual attendance standards and any special needs of the position as determined by management, including mandatory overtime and performing related work

**Minimum** Bachelor's degree

**Requirements**

Business Administration  
Criminal Justice  
Political Science  
Pre-Law  
Public Administration  
Social Science  
Related field

Three years of criminal justice or public safety experience

**Other Minimum Requirements**

**Equivalency** An equivalent combination of education and experience may be substituted

**Special Requirements**

**Skills and Abilities**

**Competency**

**Salary Plan/Grade** NU / 11

**Wage and Hour** Exempt

**EEO4** 2 / Professionals