



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.

DATE: December 13, 2023

JOB VACANCY MEMORANDUM NO. 23-29

TITLE: Public Relations Specialist II, Training Unit Public Relations Specialist

ELEMENT OF ASSIGNMENT: Training Unit

PAY RANGE: 17

STARTING MONTHLY SALARY: \$3,842

VACANCY STATUS: Vacant

EXPIRATION DATE: December 27, 2023

REQUIREMENTS:

The Training Unit Specialist is responsible for creating public service announcements, training videos, facilitating department events, and other special projects as needed or directed by the Training Unit Operations Sergeant. This includes developing scripts, directing, and shooting on location when needed. The Training Unit Specialist is also responsible for troubleshooting A/V issues at the Police Academy, and other department locations when needed.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Record the monthly Board of Police Commissioners' meeting. Edit, convert, duplicate, and upload the video for broadcast.
2. Set up and take down audio equipment for the monthly Board of Police Commissioners' meeting.
3. Create and maintain BrightSign digital signage.
4. Create KCPD video segments for the City's Weekly Report.
5. Develop, edit, shoot, produce and reproduce video projects as needed; including Public Service Announcements, training videos, and department events.
6. Coordinate and assist with site set-up, breakdown and technical assistance in the audio/visual booth for guest speakers and presenters at Headquarters and the Academy, as needed.

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7. Coordinate maintenance, operability, and replacement of the various pieces of audio/visual equipment at the Academy.
8. Develop and maintain voiceover talent and create written scripts for training videos.
9. Fulfill Freedom of Information Act requests for videos from the Office of the General Counsel.
10. Coordinate with Media Unit on special projects, graduations, retirements, awards and ring ceremonies, and the City Communications Office on joint projects.
11. Handle a variety of moderately complex clerical and administrative tasks as required by the element, which includes assisting with maintaining training records for Missouri Peace Officer Standards and Training and assistance with the front desk.
12. Maintain reliable and predictable attendance. May be required to work flexible hours.
13. Must have strong organizational skills.
14. Must be familiar and able to utilize video editing software equipment, video streamer, teleprompter and video switcher.
15. Perform primary duties as required by the Unit.
16. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a degree from a four-year accredited college or university, preferably with course work in English, communications, journalism, or related field; or an associate degree with at least two years of experience in video editing, journalism/public relations. Position requires knowledge of the fundamentals of video editing and script writing, as well as layout and design work. Incumbent must have knowledge of English, spelling and computer skills. A valid driver's license is required.

Physical Requirements: Incumbent may work at a computer several hours a day requiring prolonged periods of sitting. Incumbent may operate a motor vehicle one or more times per day. Work involves occasional heavy lifting (20-50 pounds) and light lifting (5-20 pounds) frequently.

Job Location: (Place where work is performed.)

This position operates primarily in a standard office environment with occasional-site visits to various locations throughout the city requiring the operation of a motor vehicle.

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Equipment: (Machines, devices, tools, etc., used in job performance.)

- Camera (digital and wired remote)
- Video and Editing Equipment
- Personal Computer
- iPad
- Vehicle

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume, completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Sgt. Chad Fenwick, Training Unit by no later than *DECEMBER 27, 2023.***

Outside applicants interested in being considered for the position must submit a cover letter and resume outlining how they are qualified for this position and a resume to the Mindy.Davis@kcpd.org, to be received no later than ***DECEMBER 27, 2023.***

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during the full term of their employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Members who meet all of the qualifications will be contacted individually for an interview. At the interview, the candidate will be required to provide a portfolio of graphic design projects or products for review (portfolio can be hard copy or online accessible). Selected applicants must submit to a typing test (35 wpm with 10 or few errors in 5 min.), MMPI, CVSA, post-offer physical examination and drug screen.

Captain Edward Lamport

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Commander, Employment Unit