

## CRIME PREVENTION SPECIALIST

Full-time

(\$19.09 - \$ 24.24 an hour)

The City of West St. Paul is accepting applications for the position of Crime Prevention Specialist. This position is responsible for planning and coordinating a community-based crime prevention program and STAR (Safer Tenant and Rental) program. Duties include organizing block clubs/networks; meeting with rental property owners, landlords and managers; attending neighborhood meetings; providing community outreach to educate the community on crime prevention and safer tenant and rental program; partnering with Community Development in processing and reviewing rental license applications. This position works in partnership with City departments to address crime-related and rental property issues and problems in the community.

The minimum requirements are high school graduation or GED and a valid driver's license. Prior training or experience in crime prevention, community outreach, rental licensing, neighborhood organizing, volunteer coordination, experience working with diverse groups, second language ability, and some desktop publishing experience are preferred.

A City application must be submitted and you may attach a resume. The application is available for download on our website at [www.ci.west-saint-paul.mn.us](http://www.ci.west-saint-paul.mn.us), or contact City Hall at 651-552-4100. Applications must be submitted to the City of West St. Paul, 1616 Humboldt Avenue, West St. Paul, MN 55118, or faxed at 651-552-4190 on or before 4:30 p.m., Friday, June 13, 2008. For more information, contact 651-552-4108.

EEO/AA Employer