



City of Kansas City, Missouri Job Class Specification

Job Title:	VIOLENCE PREVENTION MANAGER	Department:	HEALTH
Job Code:	4055	Status:	NONEXEMPT
		Grade:	NE-5

Summary

This is specialized professional, administrative, and technical work managing a comprehensive violence prevention health program.

Work involves facilitating the implementation of complex community violence prevention approaches, including strong analytic and writing skills, clear communication skills, and the ability to build relationships. An employee of this class is responsible for supervising assigned staff and coordinating all assigned administrative work, including operations analysis, budget, personnel matters, and operating rules and regulations. Most of the work requires considerable initiative and independent judgment.

Duties and Responsibilities

- Develops, implements, and administers plans and policies for identifying social determinants of health, including policies related to food access, housing, transportation, public safety, education, sustainability, climate change, parks, air and water quality, criminal justice, data dissemination, and economic development
- Supervises Violence Prevention Supervisors and all assigned aspects of the division's and/or department's community violence prevention approach, including, but not limited to issues related to policy development, program planning, design and implementation, quality improvement, and program financing with a special emphasis on programs that support building city-wide capacity to address the impact of violence and trauma.
- Develop program content and tools, in collaboration with stakeholders, as needs emerge from assessing quality improvement and sustainability initiatives. Develop short—and long-term plans and projects for the community violence prevention approach.
- Advises and consults with public officials, civic and professional organizations, groups, and individuals on population-based "Health in All Policies" health issues, disease prevention, and mental health initiatives.
- Provide ongoing technical assistance and coaching to subordinates and community partners around violence prevention, sustainability, and quality improvement.
- Coordinate program evaluations by designing and collecting evaluation data to measure the effectiveness of sustainability initiatives.
- Provide support for community violence prevention legislative activity, including responding to requests for information, correspondence with elected officials, tracking critical legislative initiatives, and communicating violence prevention concerns to the supervisor.
- Research and prepare briefings for city, state, and federal leadership, organizations, agencies, and residents concerning matters related to violence prevention.
- Prepare and/or present informational material for monthly, special, and annual reports.
- Perform related duties as required.

Technical Skills

Thorough knowledge of:

- The principles and practices of public health, business, and public administration programs.
The principles and practices of violence and trauma on children, families, and communities.
The principles and practices of office management and office equipment used.

Considerable knowledge of:

- Research methods and techniques and methods of report presentation. Knowledge of community-based public health program planning and evaluation.

Working knowledge of:

- The rules, regulations and ordinances governing the organizational unit to which assigned.
- The principles and techniques employed in effective injury prevention administration and management.

Ability to:

- Collaborate on the development of the division's program and educational materials, including progress reports, evaluation materials, marketing materials, and a website.
- Collaborate on developing program resources through literature and web searches, contacts with outside programs, and querying violence prevention data. Maintain program timelines, which include tracking deadlines, offering support and technical assistance to partnership teams to meet those deadlines, and coordinating data collection with the evaluation team to meet analysis timelines.
- Coordinate speakers/presenters for division-sponsored events and conferences, as well as collaborate on conference format, goals, learning objectives, targeted audiences, etc., that address community needs.
- Coordinate and facilitate program outreach activities, including acting as a liaison with community organizations, public health departments, and other governmental agencies. Assist and coordinate presentations regarding public health outcomes and findings at local and national conferences or meetings, including writing presentation abstracts and creating PowerPoint slides.

Education and Experience

High school graduation and five (5) years of applicable experience working with high-risk individuals, youth, and families, including two (2) years of supervisory experience in case management, public safety, or public health

Certificates/ Licenses/Special Requirements

- Must pass a background check as prescribed by the City.
- Will be required to pass a pre-employment drug screen

Supervisory Responsibility

- Supervision may be exercised over a moderate-sized staff of professional, technical, and clerical subordinates.

Supervision Received

- General supervision is received from the Director of Health or an assigned designee.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow other instructions and perform any other related duties as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

