

Job Posting

DEPARTMENT:	Office of Attorney General
SECTION:	Safe2Say Something Program/Criminal Law Division
CLASS:	Safe2Say Something Program Director
LOCATION:	Harrisburg
TYPE POSITION:	Permanent, Full-time, Non-civil service, Management
WORK HOURS:	8:30 – 5:00
SALARY RANGE:	Minimum pay of \$74,876, commensurate with experience

BASIC FUNCTION:

The focus of the Safe2Say Something Program is to ensure that every Pennsylvania student, parent, teacher, and community member has access to a safe and anonymous way to report any concerns about their safety or the safety of others. With an emphasis on early intervention and prevention through awareness and education, the program manages information through the reporting tip line, website form, or mobile app, and follow-up is conducted through the tracking of disposition reports, data collection, and quality control.

The Safe2Say Something Program Director will be responsible for the implementation and oversight of the newly established program. This position will supervise several analysts that will serve as points of contact for persons with concerns, issues, and/or questions related to school safety, or with knowledge of potential hazardous/dangerous situations in Pennsylvania schools or related to Pennsylvania schools and students.

Candidates for this position must have a working knowledge of general law enforcement procedures and crisis line functions. The position requires attention to detail and thoroughness in completing related tasks along with reliability, responsibility, dependability, and the ability to fulfill obligations.

EXAMPLES OF DUTIES:

- Serves as the liaison with local law enforcement, emergency management agencies, countywide 911 centers, school administrators, and education staff in both public and private school entities across the Commonwealth
- Coordinates training, outreach, and policy development efforts with the help of the Safe2Say Something team

- Oversees the flow of information from the tip line to the appropriate law enforcement agency, organization, or school
- Works collaboratively with the Office of Public Engagement to coordinate efforts to educate the public about the program
- Responsible for scheduling of program staff to ensure adequate coverage of the tip line and for handling the day to day operations of the program

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Experienced investigator with intelligence gathering experience
- Strong written and oral communication skills

MINIMUM EXPERIENCE AND TRAINING:

- A bachelor's degree from an accredited institution and six years of relevant experience
OR
- A master's degree from an accredited institution and four years of relevant experience
OR
- Any equivalent combination of experience, training, and education