



Job Title: Program Administrator—Supplemental Police Patrol Program, French Quarter Management District (FQMD)

Reports to: FQMD Board of Commissioners

Date: July 16, 2019

Agency Overview: The French Quarter Management District (FQMD) is a state entity created by the Louisiana Legislature as a means for the residential and business communities to work together to protect, preserve, and maintain the world-famous French Quarter as a safe, clean, vibrant, and friendly neighborhood.

The FQMD is governed by a 13-member Board of Commissioners, all of whom live or work full-time in the French Quarter and collectively represent the perspectives, voices, and needs of the French Quarter’s visitors, residents, businesses, and employees. The FQMD works to:

- Improve public safety, foster quality experiences, and enhance quality of life within the District
- Improve commercial and residential vitality
- Strengthen the District as a vital component of Louisiana’s tourism industry
- Aid in the preservation of the District’s architecture, quaint charm, and tout ensemble
- Beautify the District’s appearance

Over the past seven years, the FQMD’s focused efforts have fostered a safer and more livable French Quarter. The FQMD’s ongoing programs center around enforcement, livability, sanitation, security, and governance. This includes the FQMD’s signature program, the Supplemental Police Patrol Program (“SPPP”), which proactively patrols French Quarter streets to help the NOPD deter crime and uses a mobile application to allow businesses, residents, visitors, and employees to easily report crimes in progress.

Position Summary

The Program Administrator will represent the French Quarter Management District and will work directly with the Executive Director to lead, manage, and execute the efforts of the off-duty officers of the New Orleans Police Department working details for the Supplemental Police Patrol Program. A sample of the Program Administrator’s specific responsibilities is included below.

Program Coordination

- Oversee and coordinate the French Quarter Task Force® mobile application
- Ensure mobile application is being used correctly by SPPP officers
- Run end-of-shift GPS reports to assess Officer performance
- Determine and make recommendations for how the application could improve for administrators, Officers, and users

Reporting requirements

- Track and analyze daily, weekly and monthly statistics
- Provide data to NOPD daily
- Examine data for crime trends
- Provide specifics to NOPD to support ongoing investigations
- Provide crime mapping
- Maintain a crime board and discuss trends with NOPD
- Revise “Directed Patrols” as required
- Post wanted bulletins, trespassing letters, etc. on iPads
- Attend weekly MAX meetings and monthly NONPACC meetings

Officer Shift Coordination

- Work with OPSE to fill vacant shifts, preferably with in-pool Officers
- Review and approve Officer timesheets weekly

Equipment Readiness

- Manage vehicle maintenance and service
- Coordinate service work to be conducted by Mercedes Benz and Polaris Service Provider
- Check fluid levels, change bulbs, and change tires
- Coordinate vehicle washing with vendor

Office Administration

- Maintain office supplies
- Update software on iPads and Apple Mac

Qualifications:

- Commitment to the security and safety of French Quarter residents, visitors, and employees required
- Must be able to dependably work an established full-time schedule, including evenings and weekends, in accordance with operations and adhere to the attendance requirements of the FQMD
- Ability to establish and maintain effective relationships with management, law enforcement, community leaders, volunteers, and French Quarter residents and business owners
- High school graduate or equivalent; Bachelor's Degree in a related field of study preferred
- At least 3 years of management experience preferred
- Demonstrated leadership in managing projects or initiatives
- Proficiency in Microsoft Office applications with the ability to quickly learn new programs
- Knowledge of vehicle maintenance and hands-on ability to perform minor repairs, such as tire changes, battery charging, etc. preferred
- Strong organizational, multi-tasking, time management, follow-up and analytical skills with attention to detail and accuracy
- Knowledge of law enforcement codes and police protocol preferred
- Working knowledge of the daily operations of a professional office and operation of standard office equipment
- Ability to read and write in English with excellent verbal, interpersonal, and written communication skills
- Ability to communicate clearly, concisely, and accurately in a professional manner
- Work efficiently with minimal supervision and complete required tasks within set schedules and deadlines
- Ability to resolve problems and questions independently
- Be flexible and eager to learn new things
- Confidentiality is crucial. Ability to maintain confidential information with tact and discretion.
- Must be able to maneuver in an office, through the streets of the French Quarter, and at outside functions. Must be able to sit or stand for extended periods of time, bend, stoop, reach, kneel, crouch, twist, lift, push, pull, and grip items when necessary. May occasionally lift up to 30 pounds and/or push, pull or move items weighing up to 50 pounds.
- Manual dexterity is essential. Must possess finger dexterity to use office equipment as well as vehicle maintenance adeptly.
- Must maintain a strong professional presence and present a well-groomed appearance in accordance with FQMD professional standards
- Ability to adhere to and comply with all federal, state, and local law

Salary is commensurate with education and experience. Benefits include a health insurance stipend, paid time off, and paid holidays.

Interested applicants should send their resume and a letter of interest to info@FQMD.org with the subject line "Program Administrator." The deadline to apply is August 15, 2019.