

Kaitlyn Cabrera

Department of Public Safety

Office Clerk – Duties and Responsibilities

- Answer, screen, and appropriately direct incoming daily calls to the Department of Public Safety, providing accurate information and routing inquiries to the proper personnel.
- Respond to daily email correspondence regarding public safety concerns, residential handicap parking inquiries, and interdepartmental matters, ensuring timely and professional communication.
- Prepare and maintain records for departmental requisitions submitted to vendors for operational needs, including office supplies, public safety events, crossing guard equipment and uniforms, reimbursements, and catering services.
- Collect and process letters of interest for Civil Service positions and forward documentation to the Police Department and Internal Affairs Division in accordance with established procedures.
- Receive and review crossing guard applications, verify completeness and accuracy of submitted documentation, and forward qualified applications to the Crossing Guard Supervisor.
- Review and validate residential handicap parking applications to ensure compliance with municipal eligibility requirements and documentation standards.
- Draft formal resolutions for approval of residential handicap parking spaces and coordinate internal processing procedures.
- Maintain comprehensive records of all residential handicap parking applications, including approved, denied, removed, and incomplete submissions, ensuring accurate documentation and record retention.
- Manage the annual renewal process for residential handicap parking permits, including mailing over 100 renewal applications via Certified Mail (September–December cycle).
- Collect, process, and follow up on renewal applications submitted by residents, ensuring all required documentation is complete and compliant.
- Maintain and update the Excel master spreadsheet tracking active and removed residential handicap parking spaces (1997–Present), ensuring accuracy of resident and vehicle information.
- Maintain and update the shared Google spreadsheet of active residential handicap spaces in coordination with the North Bergen Parking Authority to ensure interdepartmental accuracy and transparency.

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North Bergen Prevention Coalition

Program Coordinator – Duties and Responsibilities

- Participate in CADCA virtual trainings related to the Drug-Free Communities (DFC) Grant, focusing on coalition development, program implementation strategies, compliance requirements, and grant documentation.
- Attend monthly virtual meetings with the Program Director and Coalition Evaluator to review current initiatives, evaluate program outcomes, assess community needs, and support data collection for quarterly DFC grant reporting.
- Manage DFC Grant payroll processes for coalition staff and the T.A.S.E. (Tobacco Age of Sale Enforcement) Program, ensuring accuracy and compliance with grant guidelines.
- Maintain and organize program documentation, including the annual North Bergen Tobacco Vendor spreadsheet, vendor violation records, petty cash reimbursement requisitions, and all required T.A.S.E. program compliance records.
- Prepare and submit biweekly payroll for the T.A.S.E. Program in accordance with grant and municipal requirements.
- Coordinate program scheduling and staff assignments across multiple initiatives, including the Tutorial Program, T.A.S.E. Program, and quarterly coalition meetings.
- Conduct field observations and in-person interviews with residents and students to collect qualitative and quantitative data regarding emerging substance use trends within residential communities and school settings.
- Collaborate with the Program Director and Coalition President to analyze and disseminate program data and community findings to coalition members, volunteers, the local police department, and the Board of Education.
- Assist in coordinating L.E.A.D. Graduation Day activities, including vendor outreach, procurement, and payment processing.
- Plan and support community outreach initiatives, including educational events, prevention campaigns, and public awareness activities to promote coalition services and substance misuse prevention efforts.