



POLICE TRAINING COORDINATOR

DEPARTMENT: POLICE
Grade 17

CHARACTERISTICS OF THE CLASS:

Under direction of the Training Sergeant, performs a wide variety of advanced clerical and administrative work. Knowledge of Commission for Florida Law Enforcement Accreditation (CFA) training standards, mandatory Florida Department of Law Enforcement (FDLE) training requirements, and police department General Orders, Standard Operating Procedures, Department Directives, etc. are crucial to this position. Duties may include training coordination for civilian and sworn personnel, secretarial tasks, supervisory responsibilities, and contact with personnel of outside agencies. The incumbent may supervise one to ten (1-10) office support staff. Incumbents have broad latitude in decision making and can answer most policy questions without review by a superior. Work is reviewed through conferences and written reports for results obtained and adherence to established policies and procedures.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Maintains lesson plans, training calendar, and training files for all sworn personnel.
2. Ensures departmental compliance with mandatory FDLE and CFA training standards.
3. Operates a computer, photocopier, scanner, switchboard, tablet, printer, calculator, facsimile machine, or word processor.
4. Organizes special events, including but not limited to ordering food, setting up decorations, and collecting monies as needed.
5. Responds to telephone and in-person inquiries; provides information on departmental services and functions; directs callers; responds to agency and public requests for training records.
6. Researches, collects, and compiles data for administrative and annual reports, agendas, bulletins, questionnaires and agreements; makes varied arithmetical computations on material assembled.
7. Supervises, assists, trains and directs clerical personnel; schedules and reviews the work assignments of the department staff; develops and revises procedures; recommends hiring, discipline, and promotion actions.
8. Acts as liaison with outside agencies regarding facility rentals. This includes but is not limited to collecting required service agreements, certifications, waivers and lesson plans; maintaining a record of all rentals, and ensuring compliance.
9. Supervises the cleaning, maintenance, and upkeep of the training facilities. Completes work orders and orders supplies as needed.
10. Composes, edits, and prepares correspondence, invoices, statements, permits, reports, and other departmental documents.

NOTE:

The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS:

A. Training and Experience:

High School Diploma or GED; supplemented by five (5) years of progressively responsible administrative experience, including some supervisory experience, plus college level course work in business, public administration, computer applications or a related field; or an equivalent combination of training and experience. A bachelor's degree in Business Administration, Public Administration or a related field plus one (1) year of extensive departmental experience may substitute for the experience requirement. Requires keyboard skills as directed by departmental needs. Experience must have included the use of computers and standard software applications such as Word and Excel. Completion of a certified Administrative Assistant training course by a professional association recognized by the Department is preferred.

B. Knowledge, Abilities and Skills:

Knowledge of modern office terminology, methods, practices and procedures.

Knowledge of modern information systems and software.

Knowledge of business English and arithmetic.

Knowledge of training FDLE and CFA rules, regulations, policies, and procedures.

Ability to understand and follow complex oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees, superiors, subordinates, and the general public.

Ability to make decisions and interpretations in accordance with established rules, policies, and procedures.

Ability to supervise a group of subordinates in a manner conducive to full performance and high morale.

Ability to communicate information tactfully and impartially.

Skill in the use of modern office equipment.

C. Physical Requirements: 2

D. Environmental Requirements: 1

E. Sensory Requirements: 8,9