



City of Winder

Job Description: Administrative Training Coordinator

Department: Police

Rev 12/15

EEO Function:

Pay Grade: 16

EEO Category: Service Workers

Status: Non-Exempt

Pay Type: Hourly

Position Number: 6324

I. Chain of Command/ Reports To

Through the Chain of Command to the Chief of Police

II. Job Summary

Under general supervision this position is responsible for planning, coordinating, scheduling, and documenting training for police personnel. Work involves coordinating, organizing, conducting, and assessing educational and training programs. A significant degree of initiative, independent judgment, and discretion is required of incumbents to develop, maintain, and successfully perform various tasks with a community oriented problem solving approach. This position will also oversee the department's accreditation process through the Georgia Police Accreditation Coalition

III. Essential Duties and Functions

Operations

- Follows and promotes Policy & Procedures of the City of Winder.
- Coordinates the department's state accreditation process to include ensuring compliance and training and various types of presentations to department personnel; and conducts regular reviews with appropriate staff and revises department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current standards.
- Maintains training files for the police department.
- Assists with the scheduling of instructors for training courses to ensure all sworn police officers meet Peace Officer Standards and Training (POST) Requirements.
- Assists with training needs regarding state-mandated certifications and testing; researches, develops, reviews, and assesses training programs and materials and recommends modifications to ensure effectiveness
- Maintains a central repository of training records of all certified officers.
- Ensures accurate and timely processing of all training records in the State of Georgia Police Officer Standards and Training Council (POST) database.
- Manages agency policy updates including revision assignments, staff review, collaboration, concurrence, final draft, and publishing in PowerDMS.
- Collects, creates, circulates roll call training materials, training videos and publications.

- Monitors changes in laws, court decisions, regulations and technology that may affect departmental operations; implements policy, procedural and operational changes as required.
- Conducts regular reviews of policies and procedures to meet all current legislative mandates and judicial rulings.
- Researches new training materials; evaluates and updates training programs and vendors to keep current with new techniques; consults with staff members, public and private representatives to ensure training information is current
- Assists with the department's accreditation process; and oversees the training records for accreditation files.
- Develops cooperative professional relationships with representatives of law enforcement agencies, judges, attorneys, media reporters, elected officials, and other public sector organizations, community leaders, and citizens.
- Uses departmental computer equipment to input, review and obtain records, information and other various data.
- Prepares class rosters and confirmations.
- Assists with aspects of pre-employment background investigations.
- Assists with travel arrangements for training instructors and department personnel.
- Documents request for access to public records.
- Performs physical processing of records to include labeling and boxing records for permanent or temporary storage.
- Sets up training room for classes and assists instructors with needed materials.
- Processes mail for the department.
- Ensures the compliance of quality customer services to the public and internal City departments and employees.
- Attends recruitment job fairs and other after-hour functions relating to accreditation and training.
- Serves as a witness in court as required.
- Assists with the police department's Citizen Academy which includes background checks for attendees, coordinating speakers, tracking attendance, gathering supplies, and attending the Academy as a representative for the police department.
- Acts as back up for various Administrative Assistants throughout the department.
- Performs related duties as assigned

IV. Knowledge, Skills, and Ability:

- Knowledge of City Charter and Ordinances pertaining to the Police Department.
- Knowledge of techniques of records preservation, duplication and restoration.
- Knowledge of federal, state and city laws and regulations regarding record retention as needed to satisfy legal and contractual issues.
- Knowledge of Georgia open records act as it pertains to law enforcement records.
- Knowledge of the State of Georgia law enforcement certification requirements.
- Advance knowledge of Microsoft Word and Excel.
- Ability to communicate orally as needed to exchange information with other employees, other professionals and the public.
- Ability to learn and apply technical terminology and information specifically related to police work.
- Ability to use standard City software as intended.
- Ability to use a computer to complete forms and reports.

- Ability to operate a variety of office equipment (i.e. phones, fax, printers, computer, etc.).
- Ability to prepare clear, concise and comprehensive reports and other written materials.
- Ability to read and interpret legal documents and descriptions.
- Ability to prepare and review financial documents.
- Ability to present department documents.
- Ability to interpret and apply applicable federal, state and local policies, laws and regulations.
- Ability to work routinely under highly stressful conditions including life threatening situations.
- Ability to interact effectively with a variety of individuals and groups with varying educational, ethnic, and socio-economic backgrounds.
- Ability to supervisor assigned staff.
- Ability to provide effective leadership to staff.
- Ability to work independently.
- Ability to maintain confidentiality.
- Ability to follow the chain of command.
- Ability to maintain any training certifications.
- Ability to pass drug testing as noted in policy.
- Ability to promote a positive work environment.
- Ability to maintain a neat and orderly workspace.
- Ability to maintain high ethical standards, both on and off duty.
- Skill in testifying clearly, cogently, and creditably in court.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.

V. Licenses and Certifications Required

- Georgia Crime Information Center (GCIC) certified.
- Possession of a valid Georgia driver's license.

VI. Qualifications

- High School diploma.
- Minimum of 21 years of age.
- Five (5) years of clerical experience with a minimum of two (2) years of work experience which involves records management responsibilities involving training or certification.
- Never been convicted of a Felony.
- Must be a citizen of the United States.
- Must meet department's psychological and background requirements.
- Work evenings, weekends and/or holidays as required.
- Must be able to be bonded and pass a credit check.

VII. Physical Requirements

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and communicate effectively in writing and verbally. The employee frequently is required to stand, walk, sit for extended periods, and use the computer keyboard and mouse. The employee is occasionally required to stoop, kneel, and crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Occasionally lift and/or move up to 35 pounds.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department and the public.

VIII. Working Conditions:

This position works in an office environment. While performing essential duties of the job, employees work in an environment under constant deadlines, frequent interruptions and a high degree of contact with the employees and public. This position may be exposed to dust, cleaning fumes, and works around office equipment. The noise level in the work environment may be moderate to loud.

Some travel may be required to maintain training requirements.

All department personnel are subject to involuntary transfers at the discretion of the Chief of Police. Transfers and shift assignments are based on the needs of the department.

IX. Supervisory Controls/Responsibility:

May provide lead work direction and guidance to other employees, providing assistance on assigned projects.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.