

Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Police Training Coordinator

Reports To: Police Training Director

Supervises: None

FLSA Status: Exempt

Pay Grade: 5

General Duties:

The Police Training Coordinator provides support to the Police Training Director and training participants by preparing and managing grant applications for specialized police training funds. Additional duties include coordinating instructors for training classes, scheduling courses, registering officers, supervising courses on-site, preparing course evaluations for distribution, collection, and compilation; coordinating the annual training needs assessment; preparing and updating the automated database of officer's training records, courses, and training activities.

The Police Training Coordinator prepares supplemental training grant applications accessing funds set aside by the state for training areas, such as traffic, drug enforcement, juvenile justice, and other areas of specialized attention where funds are appropriated through federal and state grants and become available for training. These resources become available at any time during the year and require the preparation of a grant application or proposal. The technical preparation of such grant applications, following detailed instructions, is the responsibility of the Police Training Coordinator who accesses the forms, completes the various pages including the narratives, makes sure the forms are properly submitted, and follows up on the review. This would include preparation of post-award documents and other tasks, excluding fund accounting.

The Police Training Coordinator is responsible for organizing training courses, estimated at 30 or 40 annually, which may be one day to one week in length. The Police Training Coordinator will lead the tasks associated with scheduling the appropriate pre-designated instructors, preparing and distributing the announcements, registering participants, be present to complete final on-site registration, making reservations for the training facility, monitoring the course in progress, distributing certificates of completion, distributing, collecting, and compiling course evaluation forms.

The Police Training Coordinator will prepare the computer format using requirements and specifications designated by the State Law Enforcement Training Board for documenting

courses that have been offered by the Training Project, including officers in attendance, list of trainers, course outline, dates of presentation, etc., as well as updating material for courses in the future. This may include supervising a part-time and/or temporary employee to update past records.

The position requires the ability to closely follow technical instructions and skill in oral and written communications, grant preparation abilities and procedures following guidelines, and a high degree of organization.

This position will ensure delivery of assigned duties and program services in accordance with the Agency Vision, Mission, and Values and applicable program contracts, manuals, and guidelines.

Specific Duties and Responsibilities:

- May prepare approximately six to eight grant applications for special police training grants annually, as well as parts of the annual grant application to the Training Board as assigned, with work reviewed by the Police Training Director
- Coordinates approximately 30-40 courses annually, including scheduling instructors, location, registering officers, supervising courses on-site, distributing, receiving, compiling course evaluations
- May have primary responsibility for coordinating and scheduling 40-hour minimum in-service training courses as requested by local departments and as assigned by the Training Director with courses and instructors pre-designated
- Primary responsibility for technically developing and implementing a training needs assessment survey as required by the State Training Board, with work reviewed by the Director during the process of survey development
- Follow instructions of a technical nature in precise detail to prepare, organize, monitor, and implement grant applications to make specialized, supplemental funds available to the project
- Prepare portions of the annual grant application to the Police Training Board as assigned and supervised by the Police Training Director
- Schedule pre-designated instructors, announce purpose and dates, register participants, monitor on-site, and evaluate training courses
- Implement computerized system to list officers attending courses, content, and instructors to automate training records, following requirements and specifications designated by the State Law Enforcement Training Board
- Other related tasks as assigned

Required Knowledge, Skills, Characteristics and Abilities:

- A bachelor's degree in public administration, criminal justice, business administration, social sciences, or other related area.
- Requires ability to use personal computer, communicate effectively in oral and written form, and handle orderly program development.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and carry equipment necessary to complete work, approximately 20 pounds.
- Ability to make effective decisions that result in achieving goals of the department and organization.
- Sitting/Standing at a desk approximately 90% of the workweek.
- Visual acuity and manual dexterity to operate computer equipment, and for reviewing checking, preparing, and maintaining written and electronic documents.

Competencies:

- **Leadership and Communication Skills:** Possess advanced analytical and influencing skills. Must have the ability to manage grants, contracts, projects, and processes across functional areas. Must have the ability to apply best practices and the workforce team's talent to add value to the public workforce system through successfully:
 - Leading a team and building strong community relationships
 - Researching, writing, and implementing grant agreements
 - Engaging with state and federal officials to stay current on legislation, new developments, and policy and program interpretation
 - Innovating with community and employers to offer new or enhanced workforce training and career advancement opportunities
 - Understanding the culturally diverse needs across the region and align workforce development strategies to remove barriers
 - Managing multi-year grant budgets with complex revenue streams
 - Formulating and executing strategic plans and developing innovative initiatives.
- **Motivation to Succeed:** The willingness to take self-directed or self-motivated actions to do more than is expected in the job with the aim of improving job performance and finding or creating new opportunities. Actively looks for challenges and is committed to meeting them. Enables others to acquire the tools and support they need to continuously improve their respective performance levels. Shows eagerness to develop. Is proactive in searching for new opportunities for both, himself/herself and for the organization, and follows up on these. Is willing to go beyond the requirements of the job and take on responsibilities that are not considered his/her own.
- **Cultural Competency:** Demonstrates the ability and understanding to appreciate and interact with people from cultures or belief systems different from one's own such as age, gender, ethnicity, and race in the most fair and productive way.
- **Collaboration:** Ability to work cooperatively with others, to be part of a team, to work together, as opposed to working separately or competitively. Collaboration applies when a person is a member of a group of people functioning as a team, but not the leader. Acts to promote good working relationships regardless of personal likes or dislikes; breaks down barriers across groups; builds good morale or cooperation within the team, including creating symbols of group identity or other actions to build cohesiveness; encourages or facilitates beneficial resolution to conflict.

- **Communication Proficiency:** Demonstrates the ability to speak to a variety of audiences in an effective and understandable manner; presents complex program related information to internal and external stakeholders; capable of communicating information in a variety of ways based on the audience.
- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.
- **Attention to Detail:** Pays close attention to detail to avoid errors or mistakes.

Work Environment:

- Office work will be performed in an open cubicle environment sometimes involving distractions.
- The work environment will frequently consist of performing work duties in a large conference room setting.
- Frequent near vision use for reading and computer work
- Office work may also be performed in a home-work environment that meets compliance with the telecommuting policy.
- Travel is required and is typically 15% of the workweek.

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

Revised: 7/5/2022