

Champaign County Regional Planning Commission

Position Description

Position: Police Training Coordinator

Reports To: Police Training Manager

Position Purpose:

Provides professional assistance to the Police Training Manager by preparing and managing grant applications for specialized police training funds under supervision of the Manager: coordinating instructors, scheduling courses, registering officers, supervising courses on-site, preparing course evaluations for distribution, collection, and compilation; preparing, distributing, collecting, and compiling annual training needs assessment; preparing and updating automated data base of officer's training records, courses, and training activities; and performing other training tasks as assigned under supervision.

Dimensions:

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 Manager.

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 Manager 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 Manager during the process of survey development.

Nature and Scope:

The Police Training Coordinator is supervised by the Police Training Manager. Under direction, the 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 anytime 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 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 which will be coordinated with the fiscal staff at the Commission.

Under supervision, the Coordinator will be assigned to completely organize certain training courses, estimated at 30 or 40 annually, which may be one day to one week in length. The Specialist will schedule the appropriate pre-designated instructors, prepare and distribute the announcements, register participants who sign-up for the course, be present to complete final on-site registration, make reservations for the training facility, monitor the course in progress, distribute certificates of completion if appropriate; distribute, collect, and compile the course evaluation forms.

The Coordinator will help 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 since 1978, including officers in attendance, list of trainers, course outline, dates of presentation, etc, as well as updating this 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 needed to provide professional assistance to the Police Training Manger, with work reviewed by the Manager.

Principal Accountabilities:

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 certain portions of the annual grant application to the Police Training Board as assigned and supervised by the Police Training Manger.

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.

Professional Requirements:

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.