



Job Description

Position Title: Training Coordinator

Reports to: Chief of Police

FLSA Status: Non-exempt

Status: Regular Full-Time

Grade: VI

Hours of Work: Primarily regular dayshift office hours with some evening and weekend work as needed

Statement of Duties

Position performs duties to plan, evaluate and coordinate training of all staff of the Oswego Police Department. Ensure training complies with all relevant requirements for public safety employees and CALEA accreditation.

Supervision and Responsibilities

Employee works under the general supervision of the Chief of Police. Employee plans and carries out regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence in planning and organizing work activities, including determining the work methods. The employee is expected to solve, through experienced judgment, most problems of detail or unusual situations by adapting methods or interpreting instructions to resolve the particular problem. Instructions for new assignments or special projects usually consist of statements of desired objectives, deadlines and priorities. Technical and policy problems or changes in procedures are discussed with the supervisor. Work is generally reviewed for technical adequacy, appropriateness of actions or decisions, and conformance with policy or other requirements; the methods used in arriving at the end result are not usually reviewed in detail.

Employee has regular access to a wide variety of confidential information including personnel reports and information. Errors can result in legal repercussions, adverse public relations, and risk loss of the Department's accreditation status.

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Job Environment

Work requires examining, analyzing and evaluating facts and circumstances surrounding individual problems, situations or transactions, and determining actions to be taken within the limits of standard or accepted practices. Guidelines include a large body of policies, practices, and precedents that may be complex or conflicting at times. Judgment is used in analyzing specific situations to determine appropriate actions.

Position has interactions mainly with internal co-workers and requires ordinary courtesy and tact to give and receive information regarding work. Contacts with the public may be required on an occasional basis. Other contacts may be with governmental agencies and possibly vendors for the purpose of giving or receiving information and assistance in coordinating work. Contact usually occurs in person, in writing, or on the telephone.

Position Functions

1. Prepares and executes annual training calendar for all police department personnel in compliance with federal and state regulations, department policy and CALEA accreditation requirements.
2. Recommends new training or modifications in training based on evolving best practices, new technology and/or community and department need.
3. Maintains a current understanding of all rules, regulations and policies related to police department training. Recommends revisions to internal policies and procedures. Ensure the department maintains compliance with all relevant regulations related to training.
4. Prepares department training budget. Tracks all training-related expenditures, including travel associated with training. Manages all equipment and resources necessary for training.
5. Monitors and tracks employee training. Develops and maintains training reports and training documentation. Refers employee training deficiencies to appropriate supervisor.
6. Secures necessary training resources, including securing and managing vendor contracts in accordance with Village policy.
7. Identifies and applies for public safety grants.

Physical and Mental Requirements

Employee works in a moderately loud office environment and is required to stand, walk, sit, talk, listen, and use hands while performing duties. Employee occasionally lifts up to 10 lbs.,

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and seldom lifts up to 30 lbs. Normal vision is required for this position. Equipment operated includes office machines, and computers.

Occupational Risk

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

Education and Experience

A candidate for this position should have a High School diploma or equivalent, and some college coursework, and at least three years of police or municipal government experience; or an equivalent combination of education and experience.

Required Certifications

A valid driver's license is required.

Key Knowledge and Skills

Knowledge of:

- Modern office practices and procedures
- Department operations, policies, and procedures
- Local ordinances, state laws and municipal operations

Skill and ability in:

- Communication, customer service and interacting tactfully with the public and co-workers
- Use of computer software programs and office applications
- Prioritize and perform multiple work tasks in a detailed and efficient manner
- Organize and maintain accurate, detailed records