

## **POLICE TRAINING ADMINISTRATOR**

### **JOB SUMMARY**

Under direction, to plan, organize, develop and implement Police Department training, personnel recruitment and selection, supervise, assign, review, and participate in the work of assigned sworn, professional, technical and clerical staff; represent the Police Department at assigned meetings; and to perform a variety of professional tasks related to the assigned area of responsibility.

### **SUPERVISION EXERCISED**

Exercises direct supervision over professional, technical, and clerical staff.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Plan, organize, develop, and implement the Department's training programs; monitor and ensure program and staff compliance with mandated training requirements; develop and implement training programs including formal, mandated, and discretionary training; review and develop training materials; schedule personnel for training at outside approved, certified training programs. Supervise Firearms Range qualification program and Range Master functions. Develop and prepare Department and Training Bureau manuals.

Perform professional-level staff work in support of the Department's recruitment, selection, and testing activities; coordinate personnel selection with the Personnel Division; conduct and review the results of background investigations; review and supervise polygraph examinations; develop and conduct testing; set-up and participate on interview panels.

Plan, prioritize, assign, supervise, and review the work of staff responsible for providing Training Unit services and activities; participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Maintain comprehensive records pertaining to assigned activities; prepare various reports on operations and activities.

Recommend and assist in the implementation of goals and objectives related to assigned areas of responsibility; develop annual training plans and long term goals; implement policies and procedures. Participate in the preparation and administration of the assigned budget; submit budget recommendations; monitor expenditures.

Plan and oversee research projects and studies; research data and organize records and materials for use in defending the Department against civil suits.

Monitor and ensure compliance with pertinent procedures, rules, and regulations including the Board of Corrections S.T.C. program.

Conduct personnel inquiries and administrative investigations.

Represent the Department at POST, STC, and other assigned hearings, meetings, and development programs.

Respond to and resolve inquiries and complaints.

### **OTHER JOB RELATED DUTIES**

CITY OF COSTA MESA

CLASS CODE: 460

Conduct equipment testing and evaluations.

Serve as Department liaison with the City's Personnel Department.

Supervise Department library including videos and books, ensuring law library remains current.

Coordinate the random drug-testing program.

Coordinate the F.T.O. Program and new hire commencement; monitor probationer program.

Serve as the Airborne/Bloodborne Pathogens coordinator; manage and maintain confidential files; perform training and universal precaution reviews as required by Cal OSHA.

Perform related duties as required.

### **QUALIFICATIONS GUIDELINES**

**A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:**

#### **Experience:**

Four years of responsible law enforcement training and investigative experience, including some law enforcement and supervisory experience.

#### **Training:**

Completion of college-level course work in police science, law enforcement, personnel, or a related field. Specialized course work in training management/development is desirable.

#### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license. P.O.S.T. mandated certification; ASLET certification.

#### **Requisite Knowledge and Skill Levels**

Knowledge of the: legal and professional standards of law enforcement training and personnel recruitment, testing, and selection programs; OSHA practices and requirements as it relates to law enforcement and occupations and training exercises; principles, practices, and techniques used in personnel recruitment, testing, and selection of applicants for employment; procedures, methods, and techniques of training and instruction; principles of supervision, training, and performance evaluation; principles of investigation methods and techniques pertaining to assigned programs and functions; pertinent Federal, State, and local laws, codes, and regulations; modern office practices, methods, and computer equipment; principles and procedures of record keeping and reporting; principles of budget preparation and control; and safe driving principles and practices.

Skill in operating: modern office equipment, including computer equipment; and a motor vehicle safely.

#### **Requisite Abilities**

Ability to: Plan, organize, develop, implement and participate in comprehensive law enforcement training programs; develop training objectives, lesson plans, outlines, and related materials; select, supervise, train, and evaluate staff; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions; conduct investigations pertaining to assigned programs and functions; prepare and maintain accurate and complete records; prepare clear and concise reports; respond to requests and inquiries from the general public; communicate clearly and concisely, both orally and in writing; and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

*Essential duties require the following physical skills and work environment:*

Ability to sit, stand, walk, kneel, crouch, stoop, squat, and twist; exposure to outdoors.

**Effective Date:**