CITY OF GLENDALE
POSITION DESCRIPTION

TITLE:	**Training Coordinator**	STATUS:	**Non-exempt**
DEPARTMENT:	**Police Department**	EFFECTIVE DATE:	**November 1, 2021**

GENERAL PURPOSE:

This safety sensitive position is responsible for exercising a high degree of discretion, trust, and confidence in the handling of information in the Police Department while performing duties associated with the overall responsibility for coordination and maintenance of department training programs and files. This position supports the accreditation processes and standards for the department, including law enforcement and public safety communications. Works in partnership with other employees, departments/divisions, and agencies in delivering services

The Training Coordinator will be dedicated to service of others over self.

SUPERVISION RECEIVED:

Works under the supervision of the Support Services Commander and may receive direction from other members of the command staff.

SUPERVISION EXERCISED:

None.

ESSENTIAL DUTIES AND RESPONSIBLITIES:

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Serves as coordinator for department training programs and initiatives.
- Instructs or serves as co-instructor for various department trainings, as required.
- Assists in the development of all training plans and course syllabuses. Maintains a record of all training plans and course content.
- Schedules training needs and arranges training, including venue, schedule, and presenters. Researches and identifies appropriate training venues and facilities.
- Identifies, researches, and recommends appropriate training equipment and technology; researches and writes department training bulletins.
- Monitors and maintains all training records for each department employee in automated databases (Power DMS and POST Benchmark); monitors POST mandates to ensure compliance; ensures all employees are informed of potential non-compliance situations.
- Maintains complete reference and training records for the police department. Maintains accurate tracking of all submitted and required training records in conformance with departmental guidelines.
- Responsible for notification of certification updates and required training. Process summary reports as needed.

- Prepares and updates department training manuals and related Standard Operating Procedures (SOPs) as required.
- Compiles, types, records, and files a wide variety of police records, reports, and materials, including memos, letters, and reports. Prepares various computer-generated reports for operational and administrative reporting and analysis, as needed.
- Prepares training budget recommendations for submission to the Administrative Division Commander through the Administrative Manager.
- Serves on the Department's Training Committee.

PERIPHERAL DUTIES:

- May be assist in the completion of background investigation of various applicants for any/all open positions at the Glendale Police Department.
- May assist in the recruitment of police officers
- Other duties as assigned

Necessary Knowledge, Skills and Abilities:

- Knowledge of modern office technology, including proficiency with Microsoft Office Suite (Word, Excel, Access, PowerPoint, Publisher, and Outlook).
- Ability to work independently with different demands competing for your time.
- Knowledge of pertinent federal, state and local laws, codes and regulations.
- Ability to comprehend and apply new information to the job.
- Identify training deficits or problems and recommend solutions.
- Ability to follow order, rules and regulations.
- Ability to accept advice and constructive criticism; demonstrate acceptance of responsibility for own mistakes.
- Ability to analyze problems, develop options and develop proactive plans within the Department and in partnership with the community.
- Work cooperatively with all levels of department staff, management and other governmental agencies, professional organizations and the community.
- Ability to prepare and maintain accurate and complete records.
- Ability to prepare clear and concise reports.
- Ability to respond to requests and inquiries from the general public.
- Ability to follow and understand verbal and written instructions.
- Ability to maintain a high degree of personal and professional honesty, integrity and confidentiality.
- Ability to exercise good judgment, flexibility, creativity and sensitivity in responding to changing situations and needs.
- Ability to communicate clearly and concisely, both verbally and in writing.
- Ability to establish, maintain and foster positive working relationships with those contacted in the course of work.

DESIRED MINIMUM QUALIFICATIONS:

Education & Experience:

- High School Graduate or have a GED equivalent; an A.A. Degree in Police Science or related field is desired, or any equivalent combination of experience education, and training that would provide the level of knowledge and ability required for the position; have no overall performance ratings which are below standards.
- Previous experience as a law enforcement trainer is preferred.
- Certifications (past or present) in various law enforcement training curricula are desired.

LICENSES, CERTIFICATES, & SPECIAL REQUIREMENTS:

- A U.S. citizen or furnish proof for eligibility to work in the United States.
- This position requires the use of personal or City vehicles on City business. Must posses, or be able to obtain by time of hire, a valid state driver's license without record of suspension, or revocation in any state.
- Appointments to all positions in the Police Department are subject to background investigation, psychological evaluation, physical examination, polygraph, and substance screening required prior to employment with job-related tests as required.
- May not have been convicted of an offense involving dishonesty, unlawful sexual conduct, physical violence and/or domestic violence.
- May not have been convicted of the unlawful use, sale, or possession of a controlled substance prior to five years from the date of conviction or last usage.
- May not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary of this or another state.
- Must demonstrate good moral character as determined by a background investigation.
- Must be free of any physical, emotional, or mental conditions that might adversely affect the performance of duty.

TOOLS AND EQUIPMENT USED:

Police vehicle, police radio, audio-visual equipment, phone, personal computer including word processing software; specifically, PowerPoint and other presentation-based software, spreadsheet software, telephone, fax and copy machines; and any other office equipment, as required.

PHYSICAL REQUIREMENTS:

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

The position requires near and far sights vision, and the ability to focus when reading written reports and work-related documents. Acute hearing is required when providing phone and personal conversations. Physical effort may be required to lift materials, equipment exceeding 25 lbs.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Eighty percent (80%) of the duties are performed within an indoor or a protected environment. The office environment is generally quiet.

ACKNOWLEDGEMENTS

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. This updated job description supersedes prior descriptions for the same position.

I have read and understand the foregoing job description and necessary skills required for the Training Coordinator position and confirm this understanding by signing this form.

Lawrence J Chaisson JR
Employee Name (Print)

Employee Signature

3/7/2022
Date

W J. Hoskins
Supervisor Name (Print)

Supervisor Signature

3/7/2022
Date