Job Vacancy

Class Title:	Police Training Coordinator
Salary:	$30.23 - $45.35 (hourly)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

JOB SUMMARY

The Training Coordinator is responsible for the training and development of all sworn staff, with the goal of maintaining the safety of our employees and community and achieving the success of our organization. The coordinator will assist the police department in maintaining its position as a leader in municipal policing, helping to shape the future of the department through innovative pathways of growth, and progressive and forward-thinking training programs, that thoughtfully guide members of the department and drive change.

ESSENTIAL FUNCTIONS

Facilitate, develop, and monitor training objectives and requirements for sworn and civilian members of the Department, and outside agencies when appropriate.

Develop and maintain leadership development courses and programs.

Assist in the development of policies and procedures related to training.

Identify and implement new ways to enhance training delivery.

Track and maintain training records and expirations through databases utilized by the department.

Ensure training compliance with legal entities, as well as other governing, certifying, and accrediting bodies.

Assist with developing and revising training and informational materials such as handouts, worksheets, evaluation forms, publications, guidebooks, videos, presentations, and fliers to support training outreach, marketing, and information dissemination.

Maintain event and participant records, in accordance with agency guidelines, and create associated reports as necessary.

Work with department staff, training partners, subject matter experts, instructors, and other stakeholders to ensure efficiency in all aspects of the training program and maintaining open communication to strengthen partnerships.

Review, recommend, and evaluate training requests and needs.

Police Training Coordinator

Maintain the agency's training and instructor certification process, assisting members, both new and recertifying.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

High School Diploma or GED required; supplemented by three years of experience in law enforcement or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses and Certifications

Must possess a Georgia POST General or Level Three, Firearms, Defensive Tactics, and Driver Training Instructor Certifications.

PHYSICAL DEMANDS

Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and prolonged standing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12 -20 pounds).

The duties of this position require intermittent sitting, standing, walking, running, bending, crouching, and stooping. Must be capable of lifting and carrying both light and heavy objects; operating equipment requiring a high degree of manual dexterity; distinguishing between shades of color; and applying the physical force necessary to lawfully arrest, control, and restrain subjects.

WORK ENVIRONMENT

The work is performed in a variety of environments, including office settings, police vehicles, and outdoor field locations. Subject to exposure to inclement weather conditions, infectious diseases, hazardous chemical agents, and life-threatening situations inherent to law enforcement operations. Assignment may require the use of personal protective equipment, including but not limited to respiratory masks, ballistic protection, and other safety gear as operationally dictated.

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