CITY OF REDLANDS

POLICE TRAINING COORDINATOR

DEFINITION

Under supervision, to perform a wide variety of duties associated with POST and civilian training programs; to perform clerical duties in support of the training unit; to assist with the coordination and certification of training programs for sworn and civilian personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Office of the Chief of Police.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Assist with the coordination, organization and implementation of training programs for sworn and civilian personnel.

Make class/course, travel and lodging reservations.

Enforce POST rules and regulations pertaining to training requirements and reporting standards.

Communicate with City personnel and program participants through telephone calls, memos and meetings.

Complete and file training logs, spreadsheets, reports and other records necessary for training programs and activities; maintain files and records.

Collect fees, issue receipts, provide change and prepare deposits and reimbursements.

Provide clerical support, including answering telephones, typing, filing, recordkeeping, time sheets and training reservations.

Maintain training certification records.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

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JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Training program coordination.
Modern office procedures, methods, and computer equipment.
Principles and procedures of record keeping and revenue collection.
POST requirements for training program development, implementation and reporting.
Basic mathematical procedures.
English usage, spelling, vocabulary, grammar, and punctuation.

Skill to:

Operate modern office equipment, including computer equipment.
Operate a motor vehicle safely.

Ability to:

Learn, interpret, and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Provide quality customer service to citizens and other City personnel.
Organize and implement training programs and activities.
Work well with a variety of people, including staff and volunteers.
Enforce established rules and regulations.
Collect, organize and maintain program records.
Exercise independent judgment and demonstrate personal initiative.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.

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Ability to: (cont.)

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Work flexible hours, including nights and weekends.

Experience and Training Guidelines:
Any combinations equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

A minimum of two years of experience in the coordination of training programs and activities.

Experience in law enforcement.

Experience as support staff for the organization and implementation of training programs and activities.

Training:

Equivalent to a high school diploma, supplemented by additional college course work or training in police science, criminal justice or a related field. An Associates degree is highly desirable.

License or Certificate:

Possession of a valid California driver’s license.

Possession of First Aid and CPR certification within six months of appointment.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; availability for flexible work schedule.

Effective Date: September, 2006