

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB494 Police Training Specialist
POSITION #/TITLE: 624 Police Training Specialist	Adopted: 03-11
	Revised:

POSITION DESCRIPTION

Dept: Police	Manager Level: Program Administrator
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 10
Reports To Position #/Job Code #/JC Title: NB127/Police Captain	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing:
Personal Protective Equipment: All applicable equipment necessary for training curriculum	

General Statement of Duties

Responsible for all training and schooling for each member of the Police Department. This includes preparation, development, implementation, and documentation of training activities. Supervises and/or coordinates with department instructors as well as other city training personnel and outside instructors. Coordinates with the Iowa Law Enforcement Academy. Assists the department training director in recruitment, testing, hiring, and evaluation of new employees, to include administration of and instruction in the Cedar Rapids Regional Police Academy.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative.

Examples of Essential Work (Illustrative Only)

- Plans, develops, evaluates, and administer department wide training and development programs;
- Provides inter-departmental coordination on internal training;
- Designs, develops, and maintains guides, manuals, and lesson plans for each training program;
- Revises current training programs;
- Prepares and assists instructors with preparation of training classes;
- Conducts general training classes;
- Develops measures for evaluating training needs and effectiveness within the department;
- Maintains training records in accordance to City policy and the Code of the State of Iowa;
- Provides assistance in identifying and researching opportunities for organizational and professional development; contacts outside training or subject matter experts/sources, solicits bids and quotations for Director evaluation, and coordinates or arranges for presentation of training;
- Monitors records of training activities, employee progress, and prepares reports on training actions and compliance issues and trends;
- Plans and coordinates training schedules;
- Disseminate training bulletins and legal updates;
- Assists with the coordination/preparation of the promotional process;
- Ensures that the training function complies with all CALEA requirements;
- Assists in the preparation of the department training budget;

Performs all work duties and activities in accordance with City policies, procedures, and safety practices;
Attends work regularly at the designated time and place;
Attends meetings, conferences, and workshops as directed;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Thorough knowledge of education principles, practices, and techniques;
Thorough knowledge of law enforcement accepted practices with experience in officer survival;
Skill in demonstrating or explaining general law enforcement techniques;
Skill in public speaking;
Skill in organizing education materials for effective presentation;
Ability to plan, organize, and manage education projects;
Ability to train, assist, motivate, supervise, and evaluate the work of others;
Ability to work independently;
Ability to adjust work schedule based on department need of delivery for training;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to operate audio visual equipment in a classroom setting;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to manage multiple projects and prioritize;
Ability to instruct others in a classroom or field setting;
Ability to handle confidential employee and administrative information with tact and discretion;
Ability to communicate in writing to prepare reports, articles, bulletins, and training materials;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in education or closely related field; and
Considerable experience in the law enforcement field with particular emphasis on education and training;
or
Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying.

Required Special Qualifications

Valid Iowa Driver's License upon appointment.
Ability to pass background investigation and polygraph as required by the Chief of Police.
Possession of or ability to obtain certifications as required by Iowa Law Enforcement Academy.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient manual dexterity, which permits the employee to operate computerized equipment and demonstrate safety equipment/testing devices (i.e. firearm, police baton, chemical spray);
Sufficient vision, which permits the employee to prepare and read a variety of training materials, and inspect work areas and facilities;
Sufficient personal mobility, which permits the employee to present training programs and to attend and observe work in the classroom, conferences, or field settings.