

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

I.	<u>Position Title:</u> Training Coordinator	<u>Revision Date:</u> 02/11
		<u>EEO Code:</u> Admin Support
		<u>Status:</u> Non-Exempt
		<u>Control No:</u> 30422

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Investigations Captain, coordinates the Police department training, including recruit field training, travel, in-service training; and track, record and store training records. Provide support functions for the Equipment Coordinator for the Police department.

III. Essential Duties:

- Plan, schedule and coordinate in-service training for the Police department.
- Coordinate all aspects of the PTO (Patrol Training Officer) program.
- Coordinate out of state training, following approval process.
- Coordinate support personnel to maintain training records.
- Coordinate special programs as assigned.

IV. Marginal Duties:

- Provide support functions for the Equipment Coordinator as needed.
- Perform other duties as assigned.

V. Qualifications:

**Education & Experience:** Bachelor's degree in a related field or four years job related experience as a training coordinator required; P.O.S.T. Instructor Certification required. Strong background in law enforcement preferred.

**Probationary Period:** A one year probationary period is a prerequisite to this position.

**Knowledge of:** Familiarity with database programs; clerical skills; law enforcement, criminal law and legal training resources.

**Responsibility for:** Great responsibility for staying current in the area of law enforcement training requirements through case law; responsible to make recommendations to administration regarding employee training; responsibility for people - evaluating the work performance of probationary employees based on the Police Training Officer program.

**Communication Skills:** Communicate effectively verbally and in writing; follow verbal and written instructions; respond to internal and external requests for information about training; contact with other departments requiring tact and judgment to avoid friction; frequent contacts with major executives on matters requiring explanations and discussions; regular and frequent outside contact with persons of high rank; requires well developed sense of strategy and timing.

**Tool, Machine, Equipment Operation:** Requires regular use of a desk top computer; frequent use of printer, copier, video equipment and telephone system; occasional use of police equipment - firearms, shotgun, etc.

**Analytical Ability:** Must be able to evaluate in-service training, instructors and materials effectively; evaluate training topics for usage and needs; evaluate new officers to meet PTO goals and objectives.

VI. Working Conditions:

*Physical Demands:* While performing duties of job, employee typically handles office equipment, objects or controls; may periodically bend, stoop or crouch. Employee will sit or stand for long periods of time and move objects up to 20 pounds; frequently communicates with others. Constant attendance is required.

*Work Environment:* Employee will generally work in a comfortable office setting. The noise level in the work environment is usually minimal. Great mental effort is required daily; moderate pressure is generated by frequent contact with other employees and exposure to deadlines.

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. The approved class specifications are not intended to and do not infer or create any employment, compensation or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

HUMAN RESOURCES DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_