

SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER DEVELOPER (SRPSTC)

DEFINITION

Under the direction of the assigned supervisor/manager, plan, organize and implement the law enforcement or corrections operation of the Sacramento Regional Public Safety Training Center.

TYPICAL DUTIES

Meet and work closely with advisory groups and training managers to determine training needs within law enforcement/corrections agencies; meet with representatives from business, industry, government agencies and professional organizations to respond to workforce education and training needs; maintain liaisons with certifying agencies such as the Commission on Peace Officer Standards and Training (POST) and the Board of Corrections; assist in the design, development, implementation and evaluation of state and local law enforcement/corrections programs and courses; prepare curriculum materials and program/course evaluation;; certify, schedule, arrange, coordinate and keep record of individual class schedules; recruitment and hiring of part-time faculty for the Center; keep records of individual course offerings; prepare, validate and review testing procedures for students; assist with a variety of administrative, operational, educational and clerical services for the Sacramento Regional Public Safety Training Center; perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of sworn law enforcement/corrections occupational experience, including one year in a lead or supervisory capacity.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

Completion of a bachelor's degree in administration of justice, or equivalent discipline, from an accredited college or university; or, an associate's degree in administration of justice or equivalent discipline from an accredited college or university, plus two additional years of qualifying experience.

KNOWLEDGE OF

Law enforcement/corrections education and training program development; applicable federal, state, and local laws and regulations; principles and practices of effective leadership and training; procedures for class registration and development of class schedules; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and report writing; principles and practices of effective communication; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; modern office practices, procedures and equipment.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state and local laws and regulations, District policies and regulations, and office processes and procedures; work as a member of a team; meet schedules and timelines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; read, write and perform mathematical calculations at the level required for successful job performance; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; prepare routine correspondence independently; effectively learn and operate equipment and software related to the duties of the position; use of technology to effectively perform responsibilities, including but not limited to, word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.