



## Basic Academy Program Coordinator

### Job Announcement

*SALARY – Range 112*

*\$6,015.95-\$7,312.43 Monthly*

#### **DEFINITION:**

A supervisory position under the general supervision of the Basic Academy Director with responsibility for the coordination, scheduling and implementation of Basic Police Academy/public safety training programs to include: recommending staff; supervising assigned Training Officers; designing and coordinating safe practical skill training exercises; supervising Academy students; and performing other related duties as assigned.

#### **ASSIGNMENT:**

This is an “exempt” administrative/supervisory position responsible for the scheduling, supervision, registration and/or coordination of educational aspects of the basic public safety training academy programs. General assignment is 40-hours per week, normally 8:00 am - 5:00 p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedules and Consortium needs.

#### **DISTINGUISHING CHARACTERISTICS:**

This is an “exempt” administrative/supervisory position assigned by the Basic Police Academy Director with program responsibilities in all public safety training areas, including the supervision of support staff. The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication skills. Knowledge of the Commission on Peace Officer Standards and Training (P.O.S.T.) and community college requirements is preferred.

#### **EXAMPLES OF DUTIES:**

*Depending on assignment duties include, but are not limited to, the following:*

- Supervise and evaluate Training Officers
- Contract evaluators and role players
- Design, coordinate and implement safe practical demonstrations, exercises and scenarios including test elements
- Monitor and complete student evaluations of instructional delivery
- Maintain contact with the President/CEO, Vice President, and Directors to ensure program compliance and goals.
- Supervise and ensure the correctness of registration procedures, fee collection, testing and evaluation procedures as well as the current status of student records
- Under direction, to recruit and recommend faculty members; to assist academic staff with curriculum development activities; to facilitate and coordinate P.O.S.T. course certification and reimbursement procedures
- Follow up on evaluation and guidance of recruits
- Supervise and/or conduct investigations of recruit disciplinary issues or misuse of facility equipment



- Be responsible for the proper use of Academy Tracking and POSTRAC systems and insure compliance with P.O.S.T. guidelines and security agreements
- Supervise the daily logistical coordination of the assigned classes
- Supervise the evaluation of students
- Supervise the specific formal inspections of students emphasizing appearance and demeanor
- Maintain records on equipment issued to programs or students
- Interact with personnel in the Business office to assure integrity of fiscal and employment issues for program assignment
- Use the Consortium network computer programs to develop class schedules, faculty contract, etc.
- Maintain liaison with appropriate advisory committees and industry partners
- Maintain liaison with certifying agencies such as P.O.S.T..

### **QUALIFICATIONS:**

#### *Knowledge of:*

- Instructional methods, techniques and terminology
- Student registration and attendance accounting procedures
- P.O.S.T course certification/ accounting procedures
- Consortium purchasing and business procedures
- Hiring procedures for both instructional and classified staff
- Public agency training requirements and procedures
- Computer usage and network-based computer operations
- Principles of supervision, training and evaluation

#### *Ability to:*

- Supervise, plan, organize, schedule and maintain accountability for a complete training course
- Work independently and exercise judgment and initiative
- Communicate effectively with a broad spectrum of students, college and public agency employees
- Coordinate, recruit, and assign support staff as directed
- Provide support services required for training programs
- Communicate clearly and concisely, orally and in writing
- Supervise, train and evaluate employees
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds
- Work with a significant degree of independence in carrying out assigned duties and schedule work to effectively meet deadlines and time schedules;
- Establish and maintain cooperative effective working relationships with those contacted during the course of work.

### **EXPERIENCE AND EDUCATION:**

An Associate degree and the combination of public safety experience and education that demonstrate the required knowledge and abilities are minimally required for qualification. A typical way to acquire the knowledge and abilities would be: Additional education with course work in leadership or closely related subjects, and demonstrated successful supervisory experience. A Bachelor's degree and knowledge of and/or experience with public safety systems are desirable.

### **BENEFITS:**

This is a full-time salaried position with 17 paid holidays, 20 paid vacation days, 12 sick days, and 6 administrative days accumulated annually. The Consortium offers Medical, Dental, Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

**SALARY:**

Range 112: \$72,191.40 - \$87,749.16 annually based upon 2018/2019 Salary Schedule. Starting salary will be commensurate with experience.

**APPLICATION REQUIREMENTS:**

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at [www.theacademy.ca.gov](http://www.theacademy.ca.gov))
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications
- Unofficial transcripts demonstrating minimum educational qualifications  
(Official transcripts required at time of job offer)

**CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.**

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

*Submit application materials to:*

Ernie Smedlund, Director of Administrative Services

560 Bailey Ave.

San Jose, CA. 95141

Phone 408-229-4255

Fax 408-229-4298

Email: [esmedlund@theacademy.ca.gov](mailto:esmedlund@theacademy.ca.gov)

**Closing Date: January 11, 2019**

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.