

ASSISTANT TO POLICE CHIEF/TRAINING MANAGER

DEFINITION

Under general supervision, provides administrative, budgetary, grant, and work-flow support to assigned departmental projects and programs; analyzes programmatic practices and procedures and makes recommendations for organizational, operational, policy, and procedural improvements; conducts needs analyses, feasibility studies, and evaluations for assigned projects and programs; develops, summarizes, and maintains administrative and fiscal records; fosters cooperative working relationships among Town departments and acts as liaison with various community, public, and regulatory agencies; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision or direction from assigned management personnel. Exercises no direct supervision over staff. May provide technical and functional direction to lower-level staff.

CLASS CHARACTERISTICS

This is a journey-level classification responsible for developing and implementing projects and programs within an assigned department, including budget administration, management analysis, and training program development and evaluation. Incumbents support the work of departmental management staff by conducting day-to-day administrative support activities and by providing a professional-level resource for organizational, managerial, and operational analyses and studies. The work has technical and programmatic aspects requiring the interpretation and application of policies, procedures, and regulations and may involve frequent contact with the public, Town staff, and City Council. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the department.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in developing and implementing goals, objectives, lexipol policies, daily training bulletins, procedures, work standards, and administrative control systems for the department to which assigned.
- Participates in and oversees the development and administration of department program and project budgets; monitors revenues and expenditures; identifies and recommends resolutions for budgetary problems.
- Coordinates and performs professional-level administrative and programmatic work in such areas as budget development, grants, purchasing, database management, contract administration, management analysis, public information, and program evaluation.
- Assists Police Department staff with development of individual training plans; writes and submits training plans and supporting documentation for Peace Officer Standards and Training (P.O.S.T.) certification; monitors Continuous Professional Training requirements and/or specialized training; prepares and submits other training documentation and required certifications; identifies and resolves problems related to training.
- Prepares and submits Team Building Workshop (TBW) plans to POST; attends TBW workshops as member of department management team; writes action plans and After Action Reports (AAR);

- follows-up with management and supervisory staff to ensure actions items are completed and implemented.
- Maintains detailed calendar of department training events, activities, and hosting events; arranges appointments, schedules, conferences, travel arrangements, and itineraries; prepares expense reports and invoices; submits training reimbursement requests the Finance Department; prepares source of revenue forms, expense reports, and payment authorizations.
 - Prepares and submits notices of appointment, resignation, termination, and promotion to POST.
 - Coordinates and implements department recruitment processes; organizes and administers examinations and interviews; coordinates follow-up pre-employment testing and assessments and background investigations; monitors the hiring and testing processes to ensure adherence to applicable human resources policies.
 - Coordinates the processing of internal affairs investigations and citizen complaints; maintains and secures appropriate confidential files.
 - Coordinates Livescan computerized fingerprinting for all Town staff and applicants including solicitor permits; coordinates follow-up responses to regulatory agencies as required.
 - Plans, oversees, and administers highly complex department-specific programs and projects, including outreach and public education programs including P.A.L and high school scholarship programs, and employee of the quarter programs; develops and manages program budgets; and directs all aspects of assigned programs.
 - Monitors and pursues grant opportunities for police programs and activities; completes applications and required documentation; develops reports for funding agencies.
 - Coordinates events and activities at Town parks; processes applications, contracts, and invoices; provides staff support to the Transportation Committee, including attending meetings, preparing and presenting agendas and staff reports, and taking and distributing minutes.
 - Serves as a liaison to employees, public, and private organizations, community groups, and other organizations; provides information and assistance to the public regarding assigned programs and services; receives and responds to complaints and questions relating to assigned area of responsibility; reviews problems and recommends corrective actions.
 - Participates in the development and implementation of new or revised programs, systems, procedures, and methods of operation; compiles and analyzes data and makes recommendations regarding staffing, equipment, and facility needs.
 - Conducts a variety of analytical and operational studies regarding departmental and programmatic activities; evaluates alternatives, makes recommendations, and assists with the implementation of procedural, administrative, and/or operational changes after approval; prepares comprehensive technical records and reports, identifies alternatives, and makes and justifies recommendations.
 - Prepares and submits City Council agenda and staff reports and correspondence regarding assigned activities.
 - Maintains department personnel files, including processing personnel action forms, and sensitive/confidential personnel issues, filing pertinent documents, maintaining files in a secure location, and providing information to supervisors and managers; prepares supervisor generated performance evaluation forms; processes accident/incident/workers' compensation claim forms; conducts department new hire orientation.
 - Maintains accurate department records and files; develops storage of records and retention schedules.
 - Assists with and coordinates and organizes community events; represents department to residents in explaining Town policies.
 - Participates on a variety of interdisciplinary committees and commissions and represents the Town to a variety of community and stakeholder groups.
 - Communicates orally, in writing, or through graphic representations and statistical summaries with colleagues, managers, employees, the public, organized employee groups and representatives of various organizations.
 - Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of administering and coordinating a comprehensive police training program.
- Principles and practices of municipal management and law enforcement agencies.
- Project and/or program management, analytical processes, and report preparation techniques; municipal programs such as, but not limited to, purchasing, human resources, budgeting, grants administration, and other related governmental programs.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.
- Basic principles and practices of public administration as applied to operational unit and program administration.
- Research and reporting methods, techniques, and procedures.
- Sources of information related to a municipal law enforcement programs, services, and administration.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Custodian of Records and general record keeping principles, procedures, and requirements.
- Modern office practices, methods, and computer equipment and applications related to work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Coordinate and oversee administrative, budgeting, training, and human resources reporting activities, projects, and programs.
- Perform responsible and difficult administrative work involving the use of independent judgment and personal initiative.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carries out assignments from management staff with minimal direction.
- Conduct research on a wide variety of administrative topics including grant funding, budget and staffing proposals, and operational alternatives.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Evaluate and develop improvements in operations, procedures, policies, or methods.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the department and Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a closely related field and two (2) years of responsible analytical or program management support experience in a municipal government, preferably in a law enforcement organization or department.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.