# Training Coordinator - Civilian

# Grade: 7

## FLSA: Non-Exempt

**Date: 05/19**

**Job Summary:** Conduct training and organize, coordinate, and schedule all law enforcement and civilian training within the Sheriff’s Office (except Correction’s). Ensure all current and required training mandates and certifications are maintained for Maryland Police audit process in accordance with COMAR regulations and all completed training information uploaded into Crowne Point Technologies Skills Manager System for mandated reporting.

**Essential Functions:**

1. Locates, researches costs, and schedules training for agency personnel;
2. Conducts, develops, and coordinates training modules for agency staff;
3. Audit personnel training and certifications to ensure state and local compliance;
4. Process, monitor, and record employee remedial training implemented by agency;
5. Review and update policies and operating procedures based on law changed and/or need;
6. Coordinate scheduling of law enforcement personnel for mandate in-service training;
7. Maintain training files for each employee of agency and record of training attended in compliance with COMAR audit process;
8. Maintain record of instructor certification; submit renewal applications to MPCTC;
9. Ensure newly hired personnel meet required agency, and OSHA requirements;
10. Notify newly hired personnel meet required agency, and OSHA requirements;
11. Notify newly promoted personnel to ranks of First Line Administrator / First Line Supervisor of required COMAR positional training requirement;
12. Maintain awareness of personnel training needs; recommend training to fulfill needs;
13. Coordinate with lead agency firearm instructor/armorer scheduling of all mandated annual firearm / rifle qualifications and MPCTC certified firearm instructor support;
14. Liaison with Southern Maryland Criminal Justice Academy staff; assist with scheduling agency MPCTC certified instructor’s for instructor support;
15. Coordinate the Sheriff’s Office Cadet Program;
16. Report law enforcement in-service, firearm, and ECD qualifications to MPCTC.
17. Chair Sheriff’s Office annual awards ceremony and training committee meetings;
18. Coordinate Annual Gas Mask Testing and questionnaire distribution/collection.
19. Attend MPCTC Training Director / Coordinator meetings;
20. Assist CALEA Accreditation Manager with mandate compliance.
21. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain thorough knowledge of St. Mary’s County Government and Office of the Sheriff’s policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government and the Office of the Sheriff to the public;
3. Expert knowledge of department practices and procedures;
4. Knowledge of CJIS, NCIC, MILES and other law enforcement computer systems;
5. Knowledge of training qualifications for Deputy and civilian positions;
6. Ability to read and comprehend relevant documents associated with department operations;
7. Ability to effectively communicate with other staff members; ability to coordinate, advise, and maintain effective working relationships with other professionals;
8. Ability to maintain strict confidentiality and utilize good judgment in all matters pertaining to the department;
9. Ability to prioritize and multitask;
10. Ability to complete assigned tasks accurately and in a timely fashion;
11. Ability to use available resources to research information;
12. Ability to prepare and maintain accurate records;
13. Ability to operate relevant computer systems, including hardware and software, and simple office machines.

**Education and Experience:**

1. Associate’s Degree Required (advanced education degree preferred).
2. Minimum of 10+ years of law enforcement experience; strong background in training is necessary;
3. Firearms Instructor and Emergency Vehicle Operations (EVOC) training preferred;
4. Enhanced Instructor Training Certification through MPCTC;
5. Must be MPCTC Certified Training Instructor or ability to obtain certification;
6. Or equivalent technical training, education, and/or experience.

**Additional Requirements:**

1. Valid Maryland driver’s license.

**Physical and Environmental Conditions:**

Work may require light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%+ of the time.

Work environment may involve high risks with exposure to potentially dangerous situations or unusual environmental stress which requires a range of safety and other precautions, e.g., aggressive human behavior.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date