

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Police Training Coordinator	Job Code: 4250
Date: December 04, 2019	EEO Code: OC
FLSA Designation: Non-Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is highly skilled clerical support work in the Office of Professional Standards and Training (OPST) Division of the Police Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to a designated supervisor and performs assigned tasks under very general supervision.

ESSENTIAL DUTIES: Review training requests for accuracy and relevancy; schedule in-house training courses and coordinate with instructors; operate as liaison between the Office of Professional Standards and Training (OPST) and the Field Training Officer Program; arrange all training for new officers, including coordinating itineraries, instructors, and topics; input and track training hours for police officers and public safety telecommunicators; maintain training files; schedule and arrange travel and accommodations for out-of-area trainings, including coordinating reimbursements; oversee training application process; ensure department employees complete required annual POST training, and act as liaison with POST; assist in preparing for and hosting training courses; administer tests; ensure training processes comply with City policies, including for travel; advise employees of training opportunities; maintain department training library; maintain OPST budget; submit and report expenditures for grant reconciliations; recommend process improvements; review available courses for relevancy and budget availability, and make recommendations to upper management; as needed, advise senior officers in preparation for promotion to master officer; attend meetings; write and submit various reports; assist other staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: High School Diploma or equivalent and three (3) years of major clerical support experience **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education/training for six (6) months of experience].

License(s)/Certification(s): A valid, lawful Driver's License is required.


SELECTION FACTORS: **Knowledge of:** related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** coordinating completion of assigned trainings; interpersonal relations; practicing trust-building behaviors. **Ability to:** work with little or no supervision; quickly and accurately perform work; develop and recommend new office procedures; deal with the public in a pleasant, courteous, and calm manner in all circumstances; communicate effectively, both verbally and in writing; develop and maintain effective working relationships with the public, coworkers, and superiors; evaluate programs and procedures; exercise independent judgment while evaluating situations and in making determinations; organize assigned work and develop effective work methods; prepare clear, concise, accurate, and informative reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers,

customers, and the general public; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, copier, telephone, radio, FAX machine, and other basic office equipment as necessary.


PHYSICAL DEMANDS: Requires sitting at a desk or computer for long time periods. May require light lifting (up to 25 lbs.).

ENVIRONMENTAL FACTORS: Work is inside with little or no occupational hazards present. May include exposure to high-stress situations or environments, including, contact with the public in confrontational or uncomfortable circumstances.



Department Director

12-02-2019.
Date



Mayor/Chief Administrative Officer

12-4-2019
Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.