

LINN COUNTY CLASSIFICATION

TITLE: TRAINING SUPERVISOR
NUMBER: 696
PAY RANGE: 20
CATEGORY: MANAGEMENT/EXEMPT

APPROVAL ORDER
NUMBER: 2001-332
DATE: July 3, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Performs highly responsible administrative work in the planning, organizing and management of Training Division activities. Functions as the primary point of coordination and program development for all matters relating to departmental training and education. This includes coordination and cooperation with appropriate personnel, both within and outside the office, in matters of recruitment, selection and promotion.

SUPERVISION RECEIVED: Works under the direction of the Support Services Division Director who assigns general duties and reviews work for effectiveness and use of proper procedures. Independent judgement is exercised with respect to methods and procedures.

SUPERVISION EXERCISED: An employee in this classification exercises general supervision over personnel on an assigned shift. The Training Supervisor assists in the formulation and implementation of management decisions and policies. The Training Supervisor assigns and directs duties of subordinate personnel. When appropriate, employees in this classification may recommend action for adjusting grievances, discipline, suspension (with pay) and rewarding subordinates. Other supervisory duties include reviewing written reports and documents, explaining and interpreting laws.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Plan and coordinate relevant training and career development for office personnel, Linn County Sheriff's Posse and Reserves through analysis of training needs, and the presentation of a continuous job related in-service training program, including administration of the Field Training Program.
2. Develop and coordinate testing of applicants and the orientation training for all new employees and practicum students.
3. Maintain all office training records through the use of individual files for documentation of courses, and through the use of computerized personnel files.
4. Post course offerings and maintain systematic procedures for selection and attendance at professional schooling.
5. Make necessary arrangements for all training courses to include course publications, preparation of training areas, assistance to instructors and securing of equipment.
6. Serve as a liaison person with community organizations and State and Local Training Programs for the purposes of joint training and resource development, program planning and development and to promote understanding of the work of the Sheriff's Office.

7. Coordinate office training matters with the Department of Public Safety Standards and Training and other criminal justice training programs.
8. Develop and maintain training and resource materials including policy and procedure manuals, training aids, library materials, resource files and audiovisual equipment.
9. Advise the Sheriff on State and Federal Statutory Laws and Court rulings which are applicable to office training and administrative functions.
10. Procure and distribute relevant material for distribution to the staff, such as important Court decisions affecting law enforcement or correctional duties, changes in office procedures and educational opportunities.
11. Assist the Sheriff and Undersheriff in such administrative duties as the preparation of varied and complex reports involving special surveys or studies; assemble data and prepare regular and periodic reports pertaining to the work of the office; review departmental practices and procedures and recommend changes to improve the work of the office.
12. Develop and maintain effective, harmonious and reasonable work relationships with others.
13. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

14. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of the principles and methods employed in modern police administration and investigations. Thorough knowledge of the principles of modern corrections and the methods of operating a corrections facility. Thorough knowledge of the Court systems, standards and civil laws. Thorough knowledge of the ability to interpret applicable Federal, State and Local laws, ordinances and Court rulings. Thorough knowledge of the rules and regulations governing operation of the Sheriff's Office.

Considerable knowledge of the principles of supervision, human relations, organization and administration as applied to law enforcement programs. Thorough knowledge and skill in the efficient and safe use of firearms, crime investigation kits, intoxilizer and motor vehicles.

Ability to develop and coordinate an overall program of training. Ability to devise training materials and services. Ability to conduct independent studies and to gather and effectively evaluate various statistical and research information, and to prepare comprehensive, clear and concise reports. Ability to communicate effectively orally, including public speaking.

Ability to plan, assign, supervise and review the work of subordinates, either directly or through subordinate supervisors. Ability to quickly assimilate and apply specific departmental operation rules and procedures and apply them to on-the-job situations. Ability to perform the duties of a Deputy Sheriff. Ability to establish and maintain effective working relationships with fellow officers, supervisors, complainants, crime victims and suspects, witnesses and the general public.

EXPERIENCE, EDUCATION AND TRAINING: Position calls for an experienced officer with proven ability. Six years of progressively responsible experience in a law enforcement position including at least three years of supervisory experience and two years experience in a County Sheriff's Office. Graduation from a four-year college or university with major course work, preferably in education or some element of the criminal justice system. Supplemental experience in training management, personnel administration, public administration or a related field. Any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS: Be a citizen of the United States. Be 21 years of age or older. Be of good moral fitness, as determined by a thorough background investigation. Be free of any conviction for any felony; any misdemeanor involving violent behavior; or unlawful use, possession, delivery, or manufacture of a controlled substance, narcotic or dangerous drug. Pass a written test and oral interview as prescribed by the Sheriff's Office. Be willing to work weekends, holidays, varying shifts and extra hours. Successfully pass a general physical examination, as required by the Department of Public Safety Standards and Training. Must pass a comprehensive psychological examination. Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment. Possession of the Department of Public Safety Standards and Training Advanced Certificate at the time of appointment and possession of the Supervisory Certificate within one year of appointment. Must be Law Enforcement Data System (LEDS) certified within one (1) year. Must possess and maintain a valid First Aid and CPR card. Must reside in Linn County or be willing to relocate if hired.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and outdoors in a variety of environments in all weather conditions. Work requirements include being able to see (Corrected vision shall be at least 20/30 (Snellen) in each eye. Uncorrected vision worse than 20/100 shall wear soft contact lenses to meet corrected vision requirements. Uncorrected vision of 20/100 or better may wear glasses with frames to meet the corrected vision requirement. Color discrimination, binocular coordination and peripheral vision must be normal.) Additional requirements are the ability to talk and hear (have no significant hearing loss), sit and stand, read and write, walk, run, bend, stoop and the ability to lift or move fifty (50) pounds; use hands to finger, handle or operate objects, tools or controls; reach with hands and arms and shift from minimal level of physical exertion to high stress/high level of physical exertion at a moment's notice.