

## **CITY OF FONTANA POLICE TRAINING SPECIALIST**

**DEFINITION:** Under general supervision, performs a variety of specialized and responsible work in the administration, processing, and coordination of a comprehensive police training program. Provides technical assistance to outside agencies, city departments and Police staff.

**EXAMPLES OF DUTIES:** Coordinates POST training, certifications, and assessments; maintains training records in support of POST standards and verification for litigation/training records discovery; coordinates ride-along program; coordinates new employee orientation process; may assist in the testing and background process; develops/writes training bulletins and lesson plans; reviews training records for completeness for audits; provides instructional assistance; teaches specified POST certified courses and other assigned training programs.

**ESSENTIAL FUNCTIONS:** The incumbent must have the ability to:

- Plan, administer and coordinate the Police Department's comprehensive training program.
- Analyze training needs, and determine training objectives based on POST standards.
- Research and review mandated training requirements, ensure compliance with POST and other legislation or regulations.
- Assist training instructors with location, handouts, test, audio-visual aids and any other training compliance needs.
- Write lesson plans, prepare materials, and evaluate and select the most effective training aides and techniques.
- Provide effective instruction in law enforcement POST certified courses.
- Successfully complete POST certification course for instructors as required by state mandates.
- Confer with department staff to ensure technical accuracy of training materials and practices.
- Provide operational support such as securing and maintenance of training equipment related to various types of training specialties.
- Maintain records and prepare related reports for POST training certifications, assessments and audits.
- Effectively direct and work with police personnel in scheduling training needs such as travel, lodging and meals.
- Communicate clearly and concisely, both orally and in writing.
- Assist in the budget preparation and administration for the training program, monitor and control expenditures.
- Perform any other tasks deemed necessary to the daily operations of the employer.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.**

**WORKING CONDITIONS:** Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and in person assistance.

**EXPERIENCE AND TRAINING GUIDELINES:** A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have the knowledge of:

- Principles and Practices of organizational training programs and standards
- Effective instructional techniques
- Principles and procedures of automated records keeping and reporting techniques
- Modern office procedures, methods, equipment and computer hardware and software
- Principles and Practices of effective business writing
- Training program planning and development procedures

**Experience:** One year of experience in the development, coordination, instruction and monitoring of a comprehensive training program. Experience in a law enforcement environment is preferred.

**Education:** Completion of the 12<sup>th</sup> grade or GED supplemented by college level coursework or specialized training in workforce development, teaching/training or a closely related field.

**Skill In:** Typing speed of 45 wpm

**License/Certifications:** Possession of, or ability to obtain, a valid CA, Class "C" driver's license. Completion of a POST Training Course for Instructors Certification is highly preferred.