



Program Coordinator (Law Enforcement)

Job Announcement

SALARY- Range 123

\$7,435.11 -\$9,037.42 Monthly

DEFINITION:

Under the general supervision of the Director of Program Services, this is an “exempt” administrative/supervisory position responsible for the coordination, scheduling, registration and implementation of public safety training programs; collaboration with allied public safety agencies to assist in the development, registration and certification of training delivery; recommending and assisting in staff selection; designing and coordinating safe practical skills training exercises; and performing other related duties as assigned.

ASSIGNMENT:

Responsible for the scheduling, supervision, registration and/or coordination of educational aspects of public safety training programs delivered through partner agencies, and other duties as assigned. These courses may include: Basic Dispatch Academy, Dispatch Supervisory Course, Crime Scene Investigations, Background Investigations, and a number of Peace Officer Standards & Training Courses, such as; Basic Investigation, Specialized Investigations Courses, and the Supervisor Course. General assignment is 40-hours per week, normally 8:00 am - 5:00 p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedules and Consortium needs.

DISTINGUISHING CHARACTERISTICS:

This is an “exempt” administrative/supervisory position with program responsibilities in multiple public safety training disciplines, including the supervision and direction of support staff. The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication skills. Knowledge of the Commission on Peace Officer Standards and Training (P.O.S.T.) and community college requirements is preferred.

EXAMPLES OF DUTIES:

Depending on assignment, duties include, but are not limited to, the following:

- Administer, develop, coordinate and supervise the public safety programs including course management, curriculum development, assigning and evaluating staff, and working with students.
- Collaborate with allied public safety agencies to assist in delivery and college certification of training courses.
- Monitor and supervise instructional delivery including student evaluations, classroom/training observations and instructor standards (e.g. I.C.I., A.I.C.C., P.O.S.T. Resumes, P.O.S.T. Regulation 1070, instructor files, and specialized training certificates etc.).
- Design, coordinate, and supervise safe practical demonstrations, exercises and scenarios including test elements in accordance with P.O.S.T. standards.
- Maintain contact with the President/CEO, Vice President, and Directors to ensure program compliance and goals.



- Manage and ensure community college requirements are met to include registration of courses and students, course fees, grades, attendance, student records and student services (ADA, academic, etc.).
- Ensuring compliance with P.O.S.T. requirements, including minimum course content, safety policies, and rules and regulations governing minimum training requirements;
- Under direction, recruit and hire faculty members; assist academic staff with curriculum development activities; facilitate and coordinate P.O.S.T. course certifications, manage reimbursement procedures, and course required paperwork (e.g., P.O.S.T. Rosters, Training Reimbursement Requests, etc.);
- Evaluate, train, coach and mentor students and/or subordinates;
- Interact with the Director of Administrative Services regarding fiscal and employment issues including petty cash disbursements, human relations issues, P.O.S.T. contractual requirements, payroll and employment status;
- Maintain liaison with appropriate advisory committees, training managers' associations, and/or other local and state committees;
- Maintain liaison with certifying agencies such as P.O.S.T.;
- Ensure course setup is complete at the beginning of a class session and prior to the arrival of students;
- Provide oversight of logistical preparation for each presentation;
- Conduct electronic mail and telephone communication with the Director of Program Services and/or the P.O.S.T. Program Manager; and
- Manage and coordinate accurate record keeping for each course (i.e., P.O.S.T. roster as required in P.O.S.T. regulation 1055(g) for course completion, certificates of completion, networking rosters, positive attendance rosters, instructor timesheets and travel expense reimbursements, and P.O.S.T. invoicing).
- Develop course budgets, negotiate contract specifics with POST, other states agencies, and presentation venues.

QUALIFICATIONS:

Knowledge of:

- Instructional methods, techniques and terminology;
- Student registration and attendance accounting procedures;
- P.O.S.T.'s mission, regulations and procedures as they relate to the delivery of instruction;
- P.O.S.T. course certification requirements;
- Government purchasing and business procedures;
- Hiring practices for both instructional and classified staff;
- Public agency training requirements and procedures;
- Computer usage and network-based computer operations;
- Principles of supervision, training and evaluation;
- Instructor related classroom management techniques;
- Instructional theory in adult learning concepts and their application to a law enforcement classroom;
- General law enforcement/criminal investigation regulations and procedures.

Ability to:

- Supervise, plan, organize, schedule, coordinate, and maintain accountability for training courses;
- Work independently and exercise judgment and initiative;
- Communicate effectively with diverse groups including students, college personnel and public agency employees;
- Generate class discussion through facilitation with law enforcement employees, and incorporate a variety of adult learning concepts in instructional delivery;
- Coordinate, recruit, and assign support staff as directed;
- Provide support services required for training programs;
- Communicate effectively both, orally and in writing;

- Supervise, train and evaluate employees;
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds;
- Work as part of a team to accomplish goals and objectives;
- Establish and maintain cooperative and effective working relationships with others.

Experience and Education:

- Associates Degree and the combination of public safety experience and education that demonstrates the required knowledge and abilities that are minimally required for qualification. A typical way to acquire the knowledge and abilities would be: additional education with course work in leadership, criminal justice, or closely related subjects, and demonstrate successful supervisory experience. A Bachelor's degree and knowledge of and/or experience with public safety systems are desirable.

BENEFITS:

This is a full-time salaried position with 19 paid holidays, 20 paid vacation days, 12 sick days, and 6 administrative days accumulated annually. The Consortium offers Medical, Dental, and Vision plans to employees and dependents. The Consortium Retirement Plan (457b) is competitive (but not PERS/STRS) with a 6% Consortium Retirement Plan Match.

SALARY:

Range 123 = \$89,221.32 - \$108,449.04 annually based upon the 2024-25 Salary Schedule. Starting salary will be commensurate with experience.

APPLICATION REQUIREMENTS:

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Complete the [job application form online](#) and upload required documents below
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications
- Unofficial transcripts demonstrating minimum educational qualifications (Official transcripts required at time of job offer)
- Provide Copy of P.O.S.T. Training Profile

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION.

Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.

Submit application materials and fill out our South Bay Job Application:

[South Bay Employment Application](#)

Closing Date: UNTIL FILLED

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.