

## PROGRAM ADMINISTRATOR (PUBLIC SAFETY TRAINING)

DISTINGUISHING FEATURES OF THE CLASS: Under the supervision of the Director of the Police Academy, an incumbent of this position is responsible for coordinating training functions for the Department of Public Safety Services at the Police Academy. Responsibilities include administering the Civil Defense Auxiliary Police Program of Westchester County, updating and maintaining records relating to this program, and establishing initial training curriculums for auxiliary police in Westchester County. Responsibilities also include planning, coordinating and evaluating the in-service training needs and requirements of the Department of Public Safety in accordance with New York State accreditation standards and departmental requirements. When necessary, the incumbent will coordinate the above programs with the New York State Department of Criminal Justice Services, Office of Public Safety. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, coordinates and evaluates the delivery of training programs related to response plans for radiological and other natural and technical emergencies including plan subcomponents such as communications, transportation, evacuation, security protocols and procedures etc., for police personnel.

Directs all training programs offered at the Police Academy by developing, reviewing and continually evaluating training programs, scheduling program activities, ensuring that instructors are appropriately qualified, and coordinating instructor assignments;

Ensures the effective and accurate maintenance of all training records for personnel who attend training programs;

Implements a program of periodic training insuring that newly assigned personnel are properly instructed in procedures in order to fulfill their responsibilities;

Prepares reports relating to academy center activities and training programs provided to other municipalities;

Plans and coordinates the developments of graphic, photographic, audio visual and other training aids to support training activities;

Attends regular meetings with local, state, and regional representatives on training issues;

Serves as liaison for all matters regarding peace officers within Zone 3;

Coordinates public education programs and resources for all local departments;

Maintains on-going relationships with the Westchester County Fire Training Center, and with county and local officials, the Red Cross, SEMO and FEMA regarding training needs;

Performs related administrative tasks, particularly in the area of reporting training statistics, to insure the success of the program;

Reviews and generates reports as they pertain to police activities;

EXAMPLES OF WORK: (Continued)

Keeps abreast of the latest police training methods and regulations and ensures dissemination of all materials related thereto to all staff;

Assists in annual budget preparation and monitors division expenditures;

Attends meetings, seminars and conferences as required;

Does other related work as directed by the Commanding Officer of the Police Academy;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of law enforcement and security processes and procedures; good knowledge of training techniques and procedures; good knowledge of administrative practices and procedures, and of the application of an automated systems approach for improving operational or informational requirements; ability to plan and evaluate training programs; ability to use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships with public and private officials; ability to present ideas and concepts clearly and effectively, both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential tasks of the position; sound professional judgment; resourcefulness; agility; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* and a minimum of twenty-two credits earned from completion of classes related to law enforcement topics and three years experience as an instructor teaching a law enforcement topic; or (b) Bachelor's Degree\* and three years experience in disaster or emergency services planning, public safety or training; or (c) five years experience performing law enforcement, security or public safety functions which included training of staff.

NOTES: (1) Examples of courses related to law enforcement would include, but are not limited to, Penal Law, Criminal Procedure Law, Constitutional Law, as well as Criminalistics. (2) The twenty-two credit hours of law enforcement related courses may have been obtained at the undergraduate or graduate level or in any combination of undergraduate or graduate level credit hours. (3) Within one year of appointment, candidate must attend and pass the Instructor Development School (IDS) offered by the Office of Public Safety (OPS) to gain certification as an IDS Instructor.

SUBSTITUTION: Verifiable volunteer experience in law enforcement, security or public safety functions which included training of staff may be substituted for each year of the required experience. Candidates must note that volunteer experience must be equivalent to a 35 hour a week, full-time position.

SUBSTITUTION: Master's Degree\* in Public Administration or Criminal Justice may be substituted for the experience at the rate of 30 credits per year of experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of regents of the New York State Department of Education as post-secondary, degree-granting institution.