

# Pinellas County Sheriff's Office

*"Leading The Way For A Safer Pinellas"*



## TRAINING COORDINATOR

**JOB CODE: 30250**

**PAY GRADE: 15**

**PAY RANGE: \$43,200 - \$69,120**

### GENERAL DESCRIPTION

Under the direction of the Training Division Lieutenant, performs work of wide-ranging and diverse responsibilities managing all administrative and technical duties of Support Staff Training. Incumbent must exercise considerable latitude of independent initiative and judgment in providing assistance to agency members through research, development, coordination, and delivery of specialized training. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Plan and organize overall operation of Support Staff training based on agency needs;
- Identify and assess training needs: research, design, develop, coordinate, and implement specialized and customized training programs, workshops, and seminars for agency participation;
- Develop curriculum; make recommendations for agency participation; and evaluate effectiveness of training;
- Plan and coordinate the computer training program for all agency members relating to computer application, software training, and a variety of intra-agency training programs for various certification, recertification, and accreditation requirements;
- Determine professional development, leadership, and management training needs; provide the appropriate, ongoing training that reflects current standards and practices in the industry;
- Provide instruction and coordinate required training on various intra-agency procedural issues and training requirements for agency members;
- Provide effective growth and development opportunities for members through remedial training in deficient areas;
- Provide appropriate training venues within the agency, as well as in the community when necessary.; ensure technical equipment is operating efficiently, required participant resources are available, and all required documentation is disseminated and collected;
- Cultivate and maintain cooperative relationships with all agency members and community partnerships for career development opportunities, organizational development, and performance;

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- Prepare, review, and update lesson plans and course curriculum for specific mandatory training required for all members when appropriate or directed;
- Identify online training resources and opportunities; coordinate and oversee administration of online training programs; develop online training programs for the benefit of all agency members;
- Provide required training and maintain all necessary documentation for accreditation standards;
- Participates in Sheriff's Office recruitment and community relations activities as directed;

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's Degree in a related field
- Two (2) years' experience in a professional training environment to also include technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multi-media visual aids and presentation software, and office equipment for providing classroom and online training
- Or equivalent combination of education and experience
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Demonstrates knowledge of in-depth research and development techniques
- Demonstrates strong skills and experience in verbal and written communication effective time management; interpersonal communication; and public speaking and presentations
- Shows initiative and self-motivation to complete the requirements of a task.
- Exhibits the ability to provide exceptional customer service; analyze and organize data for developing and coordinating customized training courses and programs to the benefit of the agency; and evaluate and provide career and professional development opportunities for agency personnel and enhance organizational performance
- Demonstrates technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multi-media visual aids and presentation software, and office equipment for providing classroom and online training
- Ability to demonstrate basic computer skills in using Microsoft Office products
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace



## PHYSICAL ABILITIES

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit or stand up to 7 hours per day
- Walk up to 4 hours per day
- Drive up to 4 hours per day
- Occasionally lift up to 25 lbs.
- Occasionally bend, squat, reach, kneel, and twist