

Pinellas County Sheriff's Office

"Leading The Way For A Safer Pinellas"



TRAINING COORDINATOR

JOB CODE: 30250

PAY GRADE: 15

PAY RANGE: \$47,663 - \$76,262

GENERAL DESCRIPTION

Under the general direction of the Training Division Lieutenant, performs work of wide-ranging and diverse responsibilities managing all administrative and technical duties of Support Staff Training. Member 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

- Plans and organizes overall operation of Support Staff training based on agency needs
- Identifies and assesses training needs: research, design, develop, coordinate, and implement specialized and customized training programs, workshops, and seminars for agency participation
- Develops curriculum, makes recommendations for agency participation, and evaluates effectiveness of training
- Plans and coordinates 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
- Determines professional development, leadership, and management training needs
- Provides the appropriate, ongoing training that reflects current standards and practices in the industry
- Provides instruction and coordinates required training on various intra-agency procedural issues and training requirements for agency members
- Provides effective growth and development opportunities for members through remedial training in deficient areas
- Provides appropriate training venues within the agency, as well as in the community when necessary
- Ensures technical equipment is operating efficiently, required participant resources are available, and all required documentation is disseminated and collected
- Cultivates and maintains cooperative relationships with all agency members and community partnerships for career development opportunities, organizational development, and performance

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- Prepares, reviews, and updates lesson plans and course curriculum for specific mandatory training required for all members when appropriate or directed
- Identifies online training resources and opportunities
- Coordinates and oversees administration of online training programs
- Develops online training programs for the benefit of all agency members
- Provides required training and maintain all necessary documentation for accreditation standards
- Regular and reliable attendance is required as an essential function of the position
- This position may be considered essential and, in the event of an emergency or natural disaster, may be required to report to work
- 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 Business Administration, Public Administration, Criminal Justice or related field
- Two (2) years' experience in a professional training environment
- 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, public speaking and presentations
- Shows initiative and self-motivation to complete the requirements of a task
- Exhibits the ability to provide exceptional customer service
- Analyzes and organizes data for developing and coordinating customized training courses and programs to the benefit of the agency
- Evaluates and provides career and professional development opportunities for agency personnel to enhance organizational performance
- Demonstrates technical knowledge, experience, and proficiency in computer operations, Microsoft Office Professional programs, multimedia visual aids and presentation software, and office equipment for providing classroom and online training
- 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