

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2022**

DIRECTOR OF LAW ENFORCEMENT TRAINING

FLSA STATUS: EXEMPT – PAY GRADE: 24 - A

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Director of Law Enforcement Training provides instructional and programmatic leadership for Post-Secondary Adult Vocational (PSAV) and Continuing Workforce Education (CWE) courses, leadership to FSCJ Criminal Justice Center and ensures the efficient day-to-day operations of all law enforcement related programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plans and directs the development and implementation of current and long-range objectives, program development and strategic operational plans for all law enforcement training programs, including all clock, noncredit and CWE.

Makes operational decisions that provides guidance to staff to ensure student needs are met. Provides leadership in recruiting, selection, hiring, training, supervising and overall management of all staff for the Criminal Justice Center (CJC) working toward providing the highest level of training to the participants of the various law enforcement programs.

Participates in budget development and implementation with responsibility for monitoring assigned budgets for all law enforcement programs, including prioritizing spending and purchases to maximize the buying power of allocated funding, approving appropriations and invoices for payment, and vendor management to facilitate operational needs for facilities, materials, supplies and services for any law enforcement related program or facility.

Plans, develops, and manages the Criminal Justice Center facilities, materials, supplies and services, including scheduling, maintenance, repair, upgrades, inventory and general oversight at all public safety facilities working in collaboration with the Jacksonville Sheriff's Office and any other public safety partner organization in keeping with the highest safety standards; and oversees firearms training, weapons and ammunition storage, gun range and associated safety processes and standards.

Forms partnerships with appropriate public safety agencies and businesses, including leasing for any portions of the Criminal Justice Center, ensuring all appropriate agreements are executed properly prior to use of the facilities and the bill for usage is submitted for payment in a timely manner.

Attends Criminal Justice Standards and Training Commission meetings to stay abreast of law enforcement training trends and compare policy/practices with other training facilities.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by ten (10) years of law enforcement experience to include at least five (5) years of civilian law enforcement experience.

PREFERRED QUALIFICATIONS

Florida Department of Law Enforcement certified General Instructor.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

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Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 10/27/21; 4/22/22