



Classification: POST Program Coordinator

Title Code: V00361

Pay Range: 18

POSITION SUMMARY: This is a very responsible, professional position where the employee serves as a liaison between the Troop Lieutenants responsible for troop training and law enforcement agencies statewide who receive Continuing Education training accredited by the Training Division. This employee is the primary individual responsible for the preparation, maintenance, and compliance of Peace Officers Standards and Training (POST) audit requirement through coordination with the POST Compliance Staff. Work involves monitoring the quality of training records required by the Department of Public Safety, POST, and the maintenance of individual training records, to include ensuring that the division remains in compliance with the rules and regulations mandated by POST Commission for Continuing Education credit. Responsibilities of this position include the collection of any fees assessed for training and preparing such fees for deposit in the HPA account. This position is also responsible for maintaining, tracking, and entering all recertification training and management training. General supervision is provided by a Division Assistant Director.

DESCRIPTION OF DUTIES PERFORMED: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Maintains quality control of all lesson plans, objectives, course schedules, Continuing Education Instructor Records, and evaluation plans for all credited Continuing Education training.

Assists in developing and implementing procedures to audit and track all POST accredited Continuing Education training, to include entering all applicable MSHP training received into the POST CLEE system.

Develops and prepares procedures and correspondence for scheduled reporting of training received and compliance with POST mandated requirements; reviews all training documentation to ensure compliance with requirements established by the POST Commission.

Reviews and verifies all entries on the Continuing Education Certification Reports; issues and tracks certificates of Continuing Education, to include the establishment of a computerized record by individual for training received; maintains the Patrol Academy software database for recording all records of training conducted. Training other than continuing education includes recertification for members and management training for all managers and supervisors.

Assists the Director of Training in determining the number and core curricula of credit hours to be awarded for POST approved training conducted.

Maintains lesson plans for outside agencies issuing POST credit to offices with a certificate of completion, under the Patrol Academy's POST Approved Provider Status.

Serves as a liaison between the nine Troop Lieutenants responsible for troop training, as well as any outside law enforcement agencies receiving Continuing Education training provided by the Law Enforcement Academy, nine troop headquarters, or other locations statewide; coordinates scheduling with other law enforcement agencies participating in training conducted.

Provides technical support to all MSHP members and civilian personnel regarding continuing education, recertification, and leadership development training hours.

Occasionally attends Continuing Education training being conducted at various locations throughout the state, to monitor for compliance with procedures established by the Director of the Training Division.

Operates standard office equipment in the performance of job duties, e.g., personal computer with databases, keyboard, calculator, etc.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of the Missouri State Highway Patrol's policies, procedures, rules and regulations.

Knowledge of compliance standards for Continuing Education mandated by the Missouri POST Commission.

Working knowledge of the general operating procedures and capabilities of electronic data processing equipment.

Working knowledge of POST Audit and compliance procedures.

Working knowledge of the Patrol's recertification program and Law Enforcement Academy's record keeping computer system.

Working knowledge of SAM II Financial.

Knowledge of basic accounting and bookkeeping procedures reference recording of appropriations, encumbrances, and expenditures.

Knowledge of personal computer operating systems and applications software.

Ability to prepare and maintain accurate financial and statistical records and reports.

Ability to plan and coordinate various activities necessary to complete job duties.

Ability to develop query programs to retrieve information from agency databases.

Ability to make decisions in accordance with laws, policies, and regulations and apply these to work problems.

Ability to organize and plan work effectively.

Ability to work effectively and professionally with other law enforcement agencies.

Ability to review reports for completeness, clarity, accuracy, and legibility.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED: (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a four-year degree in Business Administration, Education, Criminal Justice Administration, or closely related field. Previous experience in lesson planning and maintaining training records is preferred, but not required.

NECESSARY SPECIAL REQUIREMENTS: The individual must satisfactorily complete a POST approved Instructor Development Course.

FLSA STATUS: Non-Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.