

**POSITION AVAILABLE**

**DIRECTOR, LAW ENFORCEMENT OFFICERS REGIONAL TRAINING COMMISSION**

**L.E.O.R.T.C.**

**GENERAL RESPONSIBILITIES:**

Responsible for the oversight, promotion, supervision, guidance, and continuing development of all Police Training programs at the LEORTC.

**QUALIFICATIONS:**

Minimum education standard; Bachelor's Degree in criminal justice, social science, business administration, public service or a related field.

Ten (10) years of progressively responsible experience in law enforcement including supervisory, management, and administrative experience.

Demonstrated background/experience in the delivery of law enforcement training and/or related field.

Prefer previous experience with a multi-cultural work environment.

**COMPENSATION:**

Total compensation package up to \$55,000.

**APPLICATION DEADLINE:** Friday, October 30, 2015

**STARTING DATE:** As mutually determined.

**APPLICATION PROCESS:**

Send cover letter and resume to:

**LEORTC  
ATTN: Director Search Committee  
Mott College – Southern Lakes Center  
2100 W. Thompson Road  
Fenton, MI 48430**

**JOB DESCRIPTION**

**TITLE:** Director, Law Enforcement Officers Regional Training Commission (LEORTC)

**SUMMARY OF PURPOSE:**

Responsible for the oversight, promotion, supervision, guidance, and continuing development of all Police Training programs at the LEORTC, including Basic, Advanced, and specialized Police Academy programs; Basic, Advanced, and Officer level programs. Provides leadership for the development, operation, and marketing of the site and facilitates the combined use of the site with LEORTC programs and private and public sector organizations. Reports to the Board of Directors of LEORTC as described in the by laws.

**TYPICAL DUTIES:**

This description is intended to indicate the types of duties and responsibilities requested of the employee assigned this title. It is not intended to be an exhaustive list of all duties and responsibilities that may be required.

1. Responsible for the oversight of Basic and Advanced LEORTC Training Academy's Administration and Financial Stability to the Commission.
2. Directs program and curriculum development for LEORTC.
3. Responsible for the LEORTC operations and scheduling to accommodate multiple internal and external customers.
4. Maintains cooperative relationships with appropriate state and federal governmental agencies that regulate and certify police training programs in order to ensure compliance with established standards.
5. Maintains cooperative relationships with appropriate police officials to ensure that training programs meet the employment needs of local service providers.
6. Represents LEORTC in appropriate local, state, and national professional organizations.
7. Participates in Law Enforcement advisory groups for police training programs. Organizes and leads regular advisory committee meetings for LEORTC.

## LEORTC DIRECTOR ADVERTISEMENT

Page 3

8. Supervises Law Enforcement training instructors for the LEORTC.
9. Manages various projects related to Law Enforcement Academy and programs for the LEORTC.
10. Cooperates with the Board of Directors to develop funds and other resources necessary to support LEORTC.
11. Responsible for the ongoing documentation, development, and enforcement of LEORTC safety practices.
12. Develops partnerships with public and private organizations to further promote the use of LEORTC.
13. Develops and maintains program related websites.
14. Responsible for the coordination of the LEORTC site maintenance and repair as well as continued site development.
15. Ability to address the needs of both large and small law enforcement agencies.
16. Verify and process confidential and sensitive information.
17. Prepare requisitions, order office supplies/equipment and maintain inventory.
18. Maintain confidential files, rosters, vacation schedules, pager lists, leave records and address/phone information.
19. Reads and summarizes reports to facilitate review by LEORTC Board Members.
20. Forward all mandatory training records to MCOLES.
21. Work in concert with the Training Director of the Mott Community College Law Enforcement Regional Training Academy (LERTA) to assure a successful graduation of all students currently enrolled in LERTA, both in-service and pre-service.
22. Performs other related duties as assigned.

**KNOWLEDGE AND SKILLS REQUIRED:**

- Applicant must be able to pass extensive Background Check.
- Knowledge of principles of management and supervision.
- Project management skills, including budget preparation and control.
- Skill in written and verbal communication.
- Skill in public speaking and media relations.
- Knowledge of current and projected State and National trends and licensing requirements.
- Knowledge of and experience with adult learning methodologies.
- Ability to work as a team player in a multi-cultural diverse working environment.
- Experience with multi-cultural students and staff preferred.
- Ability to maintain confidentiality.
- Ability to use computer software as related to office practices including word processing, database, and spreadsheet packages.
- Ability to gather data and prepare reports from the data.
- Preferred grant writing ability.
- Considerable knowledge of office methods and procedures.
- Ability to negotiate contracts/agreements with vendors which are in the best interest of the LEORTC.

**NECESSARY SPECIAL REQUIREMENTS:**

Successful candidate must be able to pass Criminal History Background check, drug test and physical examination.

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

**EDUCATION:** Bachelor's Degree in criminal justice, social science, business administration, public service or a related field.

**EXPERIENCE:** Preferred ten (10) years progressively responsible experience in law enforcement including supervisory, management, and administrative experience.

Prefer demonstrated background/experience in the delivery of law enforcement training.

Prefer experience with a multi-cultural work environment.