

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

LAW ENFORCEMENT TRAINING ADMINISTRATOR

POSITION CODE: 23260

Effective: 2-1-15

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, organizes, plans, conducts and evaluates tactical and firearms training resources and services for state police personnel and employees from other local, state, and federal law enforcement agencies; directs, monitors and evaluates the overall training activities, standards and curriculum; researches and evaluates the selection, assignment and ongoing evaluation of firearms and other tactical equipment utilized in training activities; establishes, monitors and reviews the goals and objectives of the program; performs specialized administrative and program reviews and writes reports for the department; consults with other related training authorities to evaluate optimization of program methodologies, standards and use of resources; recommends program operational budgets to management staff and evaluates expenditures.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Organizes, plans, executes, controls, and evaluates tactical and firearms training resources for sworn state police personnel, and law enforcement employees from other local, state, and federal agencies involved in the special weapons and tactics law enforcement field. Plans the allocation of training resources to ensure prescribed benchmarks are met within policy guidelines and fiscal constraints. Identifies and selects training resources that fit both specialized and general training requirements. Develops and evaluates methodologies to be used to identify and analyze training courses. Evaluates training materials including textbooks, research materials, and other visual or digital media.
2. Directs, conducts, monitors and evaluates the training activities for tactical personnel. Activities which include but may not necessarily be limited to dealing with or handling advanced firearms, explosive breaching, close quarter battle, close quarter control tactics, dignitary protection and weapons of mass destruction.
3. Identifies, defines, and organizes training programs for continuing education and training on basic and specialized skill sets to assist current personnel in the execution of established or newly-assigned responsibilities. Develops the curriculum and establishes course objectives. Evaluates established programs to ensure consistent job relevance and validity for specialized unit functions or fundamental law enforcement functions.

LAW ENFORCEMENT TRAINING ADMINISTRATOR (continued)

4. Serves as subject matter expert concerning the development and/or identification of training resources on various department committees. Confers, meets and corresponds with management in order to identify and discuss problems and issues. Meets with representatives of other law enforcement and public safety organizations, private consultants, businesses, and professional organizations to stay up-to-date on law enforcement training technology and innovation. Maintains liaison with various training entities throughout the nation to ensure that the law enforcement training services are consistently operating at an optimum level.
5. Coordinates and conducts the preparation of special and complex surveys, studies and reviews. Determines appropriate data analysis methodology and ensures project reports are presented in a comprehensive and professional format. Conducts presentations for and submits reports concerning project status to department management staff.
6. Evaluates training resources, equipment and operations and participates in budget planning for these areas with management staff. Reviews, prepares and writes reports, administrative documents and correspondence necessary to carry out assignments.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college with coursework in law enforcement, criminal justice, law, government or related field.

Requires three years of progressively responsible administrative experience in law enforcement training or related field.

Requires two years of experience as the facilitator or instructor of a tactical training curriculum.

Knowledges, Skills and Abilities

Requires extensive knowledge of Illinois State Police programs, service objectives and operational policies.

Requires extensive knowledge of firearms, security, dignitary protection, close quarter combat, waterborne operations, rappelling, survival and self defense skills.

Requires extensive knowledge in the proper maintenance and function of all categories of firearms and other tactical materiel in use by the Illinois State Police.

Requires extensive knowledge of operational leadership, staff utilization and employee motivation.

Requires thorough knowledge of effective presentation of a variety of training media, i.e., written, visual, audio, interactive, etc.

LAW ENFORCEMENT TRAINING ADMINISTRATOR (continued)

Requires ability to be proficient in the care and use of firearms such as pistols, shotguns, submachine guns, assault rifles, and sniper rifles.

Requires ability to develop and manage a supportive agency program.

Requires ability to determine the proper methodology to analyze data, interpret results effectively and write reports.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to speak before law enforcement, professional and lay groups regarding weapon maintenance/firearms training and technology.

Requires ability to analyze administrative problems and adopt an effective course of action.

Requires ability to develop, install and evaluate new and revised methods, procedures and performance standards.

Requires ability to exercise judgment and discretion in developing, implementing and interpreting departmental policies and procedures.

Requires ability to estimate and budget for future needs and cost of personnel, space, equipment, supplies and services.

Requires ability to develop and maintain cooperative working relationships with staff, other agencies, employees and the general public.

Requires possession of an appropriate valid driver's license and ability to travel.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.