

**City of Lowell**  
**Job Description**  
**Please Post: February 10, 2014**  
**Deadline: February 24, 2014**  
**Lowell Police Department**  
**Training Administrator**

ANTICIPATED VACANCY

**Title:** Training Administrator (1100-DH04, 1983)  
**Department:** Lowell Police Department  
**Reports to:** Supervisor-in-charge of Professional Standards  
**Salary Range:** \$61,470.76 (min) - \$72,151.04 (max) /40 hours per week – GRANT-FUNDED

**SUMMARY**

The Training Administrator performs his or her daily work in a manner consistent with the mission and values of the Lowell Police Department (LPD). The Training Administrator will be responsible for overseeing the Lowell Police Training Institute and providing both civilian and sworn officers with trainings that will significantly enhance their capacities to perform their daily duties. .

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.**

- Designs and coordinates the implementation of in-service training as mandated for all personnel both sworn and non-sworn as outlined by the LPD's Policies and Procedures, needs articulated by the Professional Standards Division and the standards set forth by the Massachusetts Criminal Justice Training Council;
- Creates internal system that is fair and equitable for all employees to coordinate requests for special training;
- Coordinates all training scheduling among the individual employee, their supervisor and the detail office for all LPD personnel;
- Incorporates suggestions of Professional Standards in curriculum development garnered from monthly meetings;
- Makes recommendations for expansion, elimination, or modification of trainings needs for the department;
- Identifies, monitors and evaluates instructors who are secured for all training by the LPD;
- Prepares and submits budget requests based on division needs and requirements;
- Creates a maintenance and monitoring system for all employee training records (certifications, standard and specialized trainings);
- Coordinates activities with the Research and Development Unit to document activities, secure evaluations of program and forecast future direction of the Training Division;

- Responsible for submission of monthly reports to supervisor, consistent with the LPD standard. This report should also include records, documents and reports of all activities related to planning, training and certifications received;
- Assists with the formulation of long and short term planning activities providing focus for strategic innovation, new policies and programs regarding training;
- Fosters liaisons and networking capabilities with all LPD divisions, training personnel from other facilities, other police departments, governments and other agencies; and
- Develops and implements a cost effective system for the LPD Training Institute.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bachelors Degree required, Masters Degree preferred;
- Knowledge of law enforcement field, with prior experience in training, management, coordination and logistics is necessary.
- Proficiency in various computer skills is required.
- Previous supervisory experience is helpful.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job

include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock. The noise level in the work environment is usually moderate.

*The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post job offer.*

*Qualified individuals send resume and/or application to the Human Relations Office, Rm 19 - City Hall, Lowell, MA 01852 by 4:00 PM: Deadline ~ February 24, 2014*

*Resumes can also be faxed to: 978-446-7102 or emailed to [cityjobs@lowellma.gov](mailto:cityjobs@lowellma.gov)*

*EOE/AA/504 Employer*