

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

Vacant

Work Phone: UNK

2. Class Title (i.e. payroll title):

UNK

3. Working Title (if any):

Police Training Center Coordinator

4. Name & Class of First-Line Supervisor:

Captain of Training, (current Capt. Mary Schauf)

Work Phone: 608.266.6234

5. Department, Division & Section:

Police, Support Services, Training

6. Work Address:

5702 Femrite Dr. Madison

7. Hours/Week: 38.75

Start time: 07:30 End time: 16:30

8. Date of hire in this position:

TBD

9. From approximately what date has employee performed the work currently assigned:

NA

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10. Position Summary:

This is responsible, professional work involving the planning and coordination of training programs for the Police Training Center, and coordination of the management of the facility and managing accounting related procedures. The work involves a wide range of coordinative and procedural activities, and is performed independently. Work includes managing the complex and varied aspects of the police training center, including coordinating custodial and maintenance service for classrooms, specialty rooms and indoor firing range. Work involves supervision of non-commissioned facility personnel and is performed under the general direction of the Captain of Training. Work often involves operational situations which require immediate action, coordination of multiple tasks, collaboration with other work units, maintenance of high standards of customer satisfaction, and decision making. Work also involves investigating and marketing specialized training topics of interest to law enforcement and community partners resulting in booking professional trainers, executing contracts, billing outside agencies, reconciling accounts, and purchasing equipment and supplies.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

40% A. Facility Management

1. Work with area subject matter experts to determine and plan for facility needs.
2. Coordinate maintenance and repair of facilities and equipment with Engineering staff and vendors.
3. Regular review of all rooms assuring optimal function of all systems and equipment.
4. Review utility use for energy efficiency.
5. Ensure all equipment at the Training Center is maintained.
6. Ensure the appropriate equipment is on-hand.
7. Coordinate all building improvements and participate in the development of the capital improvement plan.
8. Receive and distribute inventory of supplies and equipment.

30% B. Specialized Training Program Coordinator

1. Coordinate the logistics for use of the Police Training Center by outside trainers, including, scheduling all room use, ensuring the appropriate system for billing and payment of any and all fees.
3. Coordinate with commissioned personnel to ensure maximum use of facilities by all customers including the MPD, ensuring accurate reservations for appropriate room use.
4. Post information regarding programming for sign-up by internal and external customers on various websites.
5. Communicate with outside agencies regarding upcoming events and/or trainings, and assisting in development of appropriate marketing materials.
6. Troubleshoot space needs conflicts and determine reasonable resolutions.

20% C. Training Center Financial Coordinator

1. Execute all contracts for space use, training, grants, and general purchasing, ensuring that City contract processes are followed.
2. Negotiate with user agencies on space rental fees and apply fee schedule.
3. Collaborate with MPD Finance Section and work with the Captain of Training to ensure that basic accounting theory, internal controls, and City guidelines are adhered to in all financial processes at the Training Center.
4. Provide cost analysis for all functions at the Training Center and provide recommendations related to pricing and procedures.
5. Coordinate the billing process for facility users.
6. Develop and produce timely financial reports for all aspects of the MPD Training Center, and work directly with the Captain of Training and other commissioned personnel to ensure understanding of implications of a wide-variety of financial information.
5. Coordinate purchasing related to the operations of the police training center. Work with appropriate training personnel and MPD Finance, to ensure purchasing processes follow City guidelines.
6. Assist the Captain of Training and other commissioned personnel with development of budget proposals.
7. In cooperation with other Training and Finance staff, locate, apply for and manage training related grants.

10% D. Supervisor

1. Conduct interviews and recommend for hire, discipline or termination of staff according to guidelines/criteria established by Human Resources and the Police Department.
2. Develop training materials, train and orient Training personnel on related operating procedures, administrative requirements, etc.
3. Evaluate staff performance and develop approaches to improve performance when necessary.
4. Coordinate staff schedules, maintain attendance records and perform related payroll functions.
5. Provide consultation and direction on the more complex and/or judgmental aspects of the work.

6. Ensure that the staff is following policy, procedure and city APM's.
7. Provide leadership and support for the unit.

12. Primary knowledge, skills and abilities required:

Working knowledge of planning, program administration, negotiation, marketing, promotions, and evaluation principles, techniques, and methods applicable to public facility customer relations and programming. Working knowledge of the operations of a public facility such as the Police Training Center. Working knowledge of the practices and procedures relating to the establishment and oversight of event production. Working knowledge of basic budgeting and recordkeeping procedures and practices. Ability to plan, organize, and schedule activities in an effective, yet flexible and variable manner. Ability to coordinate and oversee the activities of staff. Ability to manage multiple projects and tasks simultaneously and to give considerable attention to details. Ability to obtain agreements through negotiation and discussion. Ability to prepare and disseminate effective promotional materials and program information. Ability to prepare effective written and oral presentations and funding applications. Ability to maintain necessary records and prepare complete, accurate, and concise reports. Ability to work independently and make sound decisions with relatively little supervision. Ability to interpret, explain, and apply City, facility, and program regulations, policies, and procedures. Ability to maintain adequate attendance. Working knowledge of and ability to use computer software applicable to the duties of the position, including word processing, spreadsheet, and database management. Knowledge of data processing input procedures. Ability to organize and oversee clerical work activities. Ability to interpret and make decisions in accordance with ordinances, regulations, departmental protocol and established working procedures. Ability to maintain office records and files in accordance with departmental and unit standards. Ability to work in a fast-paced environment with frequent interruptions. Ability to maintain flexibility with regard to a variety of assignments and contribute to overall functionality and productivity of the unit. Ability to independently perform a delegated office function or assume an area of administrative responsibility. Ability to make relevant mathematical computations and calculations to complete financial reports. Ability to establish and maintain effective working relationships. Ability to regularly interact with the public and to respond to inquiries in a tactful, courteous and professional manner, modeling positive communication skills to subordinate clerical staff. Ability to provide clear and concise information to the public. Ability to work effectively with multicultural populations. Ability to deal effectively and communicate with persons of various ages and socioeconomic and ethnic backgrounds. Ability to communicate effectively both orally and in writing.

13. Special tools and equipment required:

Use a computer work station and learn needed network and departmental software.

14. Required licenses and/or registration:

Valid driver's license.

15. Physical requirements:

Employees will be expected to spend a majority of time sitting while operating a desktop computer and telephone. Employees may also have significant public contact and will be expected to provide excellent customer service. Employees may be required to travel to various locations in the city.

In addition, the employee will be required to work with delivered materials and will need the ability to meet the lifting and mobility requirements of the position, up to 50 pounds.

16. Supervision received (level and type):

This position would report to the Captain of the Training Team.

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
 I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
 I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
 Other comments (see attached).

pdmas

Digitally signed by pdmas
DN: cn=pdmas, email=MSchauf@cityofmadison.com
Date: 2017.10.18 16:07:24 -0500

SUPERVISOR

Mary A. Schauf, Captain of Police

10/18/2017

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.