

Middletown, CT Job Description

Classification Title	Manager of Accreditation, Research & Development
Job Code	
Department	Police
Union Group	Teamsters 671
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is ~~under the direction of sworn personnel,~~ to analyze, evaluate and, maintain accreditation and department operations. ~~Participates~~ in formulating policies and procedures. ~~advise the Chief on current trends in law enforcement, grant opportunities and manage Police accreditation programs. The work is performed under the direction of the Chief of Police.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~• Manages Police accreditation programs. Oversees the accreditation process, including assessments and training. Schedules on-site accreditation, conducts training conferences and seminars related to professional standards.~~
- Follows strict confidentiality requirements concerning all departmental correspondence, files, reports and other material. Researches various mediums for grant opportunities. Performs grant application, execution and completion. Provides grantor with data required for grant.
- Conducts law enforcement research. Analyzes department policies and procedures. Reviews legislation and advises the department on changes in the law and related changes in department policy/procedures. Conducts a variety of research projects to keep the department apprised of current trends in law enforcement.
- ~~• Advises the Chief and other department personnel on a variety of issues including managerial, operational, procedural and tactical planning.~~
- ~~• Provide emergency on-line support, 24/7, for the department's Computer Aided Dispatch (CAD)/Records Management software suite. Troubleshoot and resolve CAD/RMS questions via phone and email, researches complex computer problems and responds to emergencies.~~
- ~~• Instructs users in a variety of software systems. Prepares training lesson plans, handouts, job-aides and presentation.~~

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- ~~• Participates in configuration, daily administration and upgrades for department's Telestaff, IA Tracker, Evidence software, policy management software, and POSTG training management system~~
- ~~• Conducts a variety of special projects designed to support and assist in improving policies, procedures, operations and programs, for both the Police Department and City-wide.~~
- Prepares and provides administration with a variety of reports, recommendations and correspondence. Follows strict confidential requirements concerning correspondence.; drafts agreements; drafts requests for legal opinions; writes emergency plans; prepares grant applications and assists in administering grants.
- ~~• Analyzes department policies, including but not limited to procedures for compliance with professional standards, procedures and activities; identifies problems and assists in developing alternative methods and programs.~~
- ~~• Drafts policy and procedures; updates manuals, statutes and ordinances; updates contingency plans of outside businesses.~~
- Attends and reports on meetings. Transcribes recorded meeting minutes.
- ~~• Responds to requests for information.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree and project management experience. ~~in Public Administration, Criminal Justice or Business Administration with three years of project planning, project research or project administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~

~~Appropriate education substitutions can be made.~~

PREFERRED QUALIFICATIONS

Two years of grant writing experience.

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KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability~~ to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. Knowledge of project management and basic finances~~
- ~~Requires the ability~~ to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as crime statistics, legislation, grants, schedules, diagrams, reports, manuals, General Orders, standards, statutes, maps, policies, procedures and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Chief of Police and all department personnel, outside agencies and the public. Must possess strong writing skills~~
- ~~Requires the ability to be proficient in Microsoft Office products such as Word, Excel, Power Point and Outlook.~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and to utilize statistics.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

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- ~~Ability to P~~perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- ~~Ability to E~~exercise good judgment and focus on detail as required by the job
- ~~Ability to O~~operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- ~~Ability to U~~use (or learn to use) computer software and systems applicable to the position
- ~~Ability to F~~ollow oral and written instructions and procedures
- ~~Ability to C~~ollect, organize, and interpret data and prepare accurate records
- ~~Ability to C~~ompare data from a variety of sources for accuracy and completeness
- ~~Ability to O~~rganize large volumes of detailed data and information
- ~~Ability to V~~erify and maintain accuracy of detailed data and information, detect data errors
- ~~Ability to M~~meet schedules and deadlines of the work unit
- ~~Ability to C~~ommunicate in English effectively orally and in writing
- ~~Ability to M~~aintain well-organized materials, files, systems and tools
- ~~Ability to A~~adapt to changes in work situations and priorities
- ~~Ability to R~~eason/analyze; use logic to identify and resolve problems
- ~~Ability to E~~valuate, organize, and summarize data and information
- ~~Ability to E~~stablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- ~~Ability to S~~atisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~

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~~• Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~

~~• Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~

~~• Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions 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.

~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires talking, hearing, seeing, grasping, standing, walking and repetitive motions.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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