

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: POLICE ACCREDITATION MANAGER (Job Code 689)

GENERAL STATEMENT OF JOB

The Police Accreditation Manager is a highly responsible civilian position responsible for overseeing the Law Enforcement Accreditation Process for the Police Department. The position is responsible for managing the accreditation and re-accreditation program, which includes reviewing, interpreting and implementing amended and/or new accreditation standards and determining how to author and integrate policy into the department in order to remain compliant with the Commission of Florida Accreditation (CFA) standards; providing recommendations to work units on non-compliance issues and findings. In addition, this position is responsible for drafting and editing department directives (policy/procedures) and ensuring all activities and functions are completed accurately. Employee must exercise considerable initiative and sound judgment in the planning, scheduling, and carrying out of assignments. Work is performed under the general direction of a Police Commander.

ESSENTIAL JOB FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements or the duties or functions does not exclude them from the position if the work is similar, related, or logical assignment for this description. Other duties may be required and assigned.

Manages the department's accreditation process by performing administrative organization and maintenance of numerous electronic files and sourcing through documentation from within the department to represent agency compliance with accreditation standards.

Works in conjunction with the Professional Standards Unit, Command Staff and other divisions to facilitate all requirements for inspections, audits, inventories, training, policy management and accreditation.

Drafts department policy, as well as procedures, relative to the accreditation program including general and special orders for review and approval by the Chief of Police; ensuring that department policies and standard operation procedures are in compliance with accreditation guidelines and requirements.

Maintains a high-level understanding and communicable knowledge of state and national accreditation standards, as well as agency policies and standards.

Keeps abreast of all aspects of the accreditation process, including proposed changes or amendments to the standards, assessing the impact of changes on current policies

and procedures of the department.

Ensures all annual and/or time sensitive reviews, reports, audits and inventories are completed as required by CFA.

Maintains current information on accreditation standards and the interpretation and application of accreditation standards through active participation with appropriate accreditation commissions and professional associations.

Maintains current knowledge of State/Federal Statutes and regulations

Coordinates on-site accreditation assessments, including the travel itinerary for out of area assessors, meeting space organization and other relative logistics. Takes the lead role during mock and on-site assessments.

Meets regularly with the CEO and key employees to identify needs and report progress on accreditation efforts.

Administrator of and liaison for the Department's PowerDMS software for document distribution, accreditation management, and is responsible for entering/updating all employee information.

Attends accreditation conferences and training for the purpose of keeping apprised of the accreditation process and standards as well as networking and interacting with other agencies to exchange information.

Receives assignments and sets work priorities, coordinating them to meet deadlines in order to assure an efficient workflow throughout the department.

Maintains master and archive files for department written directives.

Ensures that the agency's forms are kept current and up to date in the police template database.

Update Patrol calendars on a yearly basis.

Maintain spreadsheets with employee demographics for FDLE reporting, and personnel probationary status.

Functions as a certified assessor, traveling to other agencies to evaluate the agency's compliance with CFA standards by reviewing accreditation files, interviewing staff, and assisting in their accreditation efforts.

Operates a mother vehicle to perform essential functions.

ADDITIONAL JOB FUNCTIONS

Assists with the grants application and management process.

Assists management with special projects.

Performs duties as directed to support the mission of the department. Performs other related duties as assigned and/or required.

MINIMUM TRAINING AND EXPERIENCE

Associate's degree or three (3) to five (5) years' experience of progressively responsible administrative and managerial work in a law enforcement or military organization. A minimum of one (1) year of experience as an accreditation team member.

A comparable combination of education, training, and experience, which provides the requisite knowledge skills and abilities for this position, may be substituted for the minimum qualifications. Must possess and maintain a Class "E" State of Florida driver's license throughout employment without any restrictions, which affect job performance.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, stooping; some lifting and carrying objects of light to moderate weight (5-20 pounds).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Requires the ability to convey a sense of authority.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and police operations.

Intelligence: Requires the ability to draw valid conclusions in task processing and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately. Manual

Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors or shades of

color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform tasks when confronted with potentially violent individuals.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of law enforcement practices and management of governmental operations.

Considerable knowledge of standard principles, practices, methods, and techniques of Police Accreditation.

Ability to read and interpret accreditation requirements, department General Orders, Standard Operating Procedures, and related documents.

Analyzes problems by evaluating available information and resources; develops effective, viable solutions to problems which can help drive the effectiveness of the department.

Must demonstrate specialized knowledge required to perform the job. Takes initiative in learning and implementing new concepts, technologies, and/or methods.

Skilled in Microsoft Office products (Word, Excel, PowerPoint, and Outlook) and accreditation management software PowerDMS.

Willingness to make significant decisions and accept responsibility for outcomes.

Displays understanding and sensitivity to the needs and problems of others. Able to build rapport, establish relationships and relate well to all kinds of people. Identifies with and cares for others. Shows respect and values people and their contributions.

Is able to express oneself clearly both orally and in writing.

Capable of managing projects, programs and multi-tasking while working with tight deadlines and shifting priorities with minimal supervision.

Is able to understand verbal and written instructions, to perform and complete work assignments correctly.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.