

**Title:** Police Administrative Coordinator  
**PG:** 45  
**Status:** Civil Service  
**Position Reports to:** Police Chief  
**Department:** Police/Administration

**Class Code:** 2106  
**Date:** 09/08

**GENERAL DESCRIPTION OF CLASS:**

This is responsible planning and technical work in the areas of law enforcement accreditation, police administration, career development, grant writing and administration. Work involves coordinating the police department's effort in these areas. Duties entail writing policy statements, plans, directives, and special orders and forms; coordinating the public information activities of the department; obtain training opportunities, college classes and promotional studies for department personnel. Work may involve coordinating the police department's efforts to seek outside funding for personnel and/or programs and assisting local project directors with such tasks as progress reports and compliance with established procedures. Duties include research to locate available funding sources/opportunities, writing concept papers and funding applications, acting as liaison between funding agencies and local project personnel and attending program-related training as necessary.

**ESSENTIAL FUNCTIONS:**

1. Prepares written directives establishing departmental policies and/or procedures in all phases of law enforcement operations.
2. Coordinates the implementation of new directives by working with various component supervisors.
3. Conducts agency self-assessments to determine compliance status with applicable standards, and gathers necessary proofs of compliance.
4. Makes necessary updates in department's standard operating procedures based on changes in law or other operational needs and then prepares and distributes policy revision packets.
5. Coordinates public information and public affairs relating to the accreditation process or by the Commission on Accreditation for Law Enforcement Assessors.
6. Coordinates press releases and public information activities.
7. Reviews all correspondence directed to the office of the Police Chief.
8. Addresses, handles, and directs phone-in complaints, mail-in complaints and walk-in complaints.
9. Obtains, researches, reviews and posts training opportunities.
10. Assists with Department Assessment Centers for promotion.
11. Assists personnel in planning how to meet their respective higher education goals.
12. Assists personnel in planning how to meet their respective department goals.
13. Completes grant applications for new or renewal funding.
14. Completes, or ensures project personnel completes regular programmatic reports in a timely manner.
15. Maintains records/files of current and archived grant-funded projects.
16. Ensures each grant-funded program/personnel is in compliance with guidelines established in the contract by the grantor agency.
17. Assists project personnel in coordinating the application for contract modifications.
18. Maintains a master contact list of grantor agency advisors and local project directors/field personnel.
19. Researches via the Internet, periodicals, etc. for additional potential funding sources as requested or directed to do so.
20. Attends grant-related workshops, seminars and other training, both when required and upon request.

**ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

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**KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of the principles relating to the accreditation process.
2. Thorough knowledge of the principles of law enforcement operations.
3. Basic knowledge and understanding of the principles relating to law enforcement grant writing.
4. Ability to communicate and work with supervisors and commanders to implement changes within respective divisions.
5. Ability to speak publicly as an official spokesperson of the department.
6. Ability to do research to find needed training for personnel.
7. Ability to liaison with Police Training Centers, Community Colleges, Universities and other outside Training Providers.
8. Ability to make and qualify test questions.
9. Ability to communicate effectively in writing letters, concept summaries, funding applications,
10. Ability to organize and prioritize complex tasks to operate at maximum efficiency.
11. Ability to communicate and work with field personnel, supervisors and commanders to implement and monitor programs within respective divisions.
12. Ability to maintain liaison with grant agency representatives from various levels of government.
13. Ability to work with personal computers and diversified software including word processing and databases.
14. Ability to work with minimal supervision.

**WORKING ENVIRONMENT/CONDITIONS:**

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.  
The job risks exposure to no significant environmental hazards.  
The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. Graduation from an accredited four (4) year college or university.
2. Five (5) years of experience in law enforcement accreditation, police administration, career development, grant writing or administration.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**SPECIAL REQUIREMENTS:**

1. Must possess and maintain a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.