

**DOUGLAS COUNTY
SHERIFF'S OFFICE**

JOB TITLE: HRLETF PROGRAM COORDINATOR

Exempt: No

Job Type: 3477P

Pay Grade: P340

Department: Office of the Sheriff

Approved/Revised By: Sheriff Darren Weekly

Date: 01-10-23

General Duties: Performs a variety of complex administrative and program support duties required for the effective operation of the Highlands Ranch Law Enforcement Training Facility (HRLETF) and the Highlands Ranch Law Enforcement Training Academy (HRLETA). Duties include bookkeeping, scheduling, maintaining confidential files, customer service, contract management, data entry and reporting, and effective communication and collaboration with the elected officials and other law enforcement personnel.

Supervision Exercised: None.

Supervision Received: Works under the general supervision of the Training Lieutenant and the HRLETA Academy Director. Work is generally assigned and reviewed periodically. Initiative and judgment is required.

Examples of Duties and Responsibilities:

- Writes various correspondences for leadership staff with very little or no direction.
- Represent the Sheriff's Office, the HRLETF, and the HRLETF with professionalism and courtesy. This position has extensive contact with multiple law enforcement agencies, deputies, officers, and high-ranking executives.
- Complex bookkeeping and record keeping.
- Handles confidential and sensitive matters.
- Performs any routine clerical assignments.
- Coordinates training and travel registration for the training unit.
- Contact with heads of law enforcement agencies.
- Contact with public and other quasi-governmental agencies.
- Coordination of academy schedules for all P.O.S.T. Basic, Reserve and Refresher academies
- Coordination with academy instructors to ensure blocks of instruction have been appropriately filled
- Communication with Colorado P.O.S.T. to ensure all administrative requirements for holding P.O.S.T. academies are fulfilled in a timely manner
- Maintaining and updating administrative records for all academy classes as required and as need for audits
- Setup and maintain all instructor files
- Communicating via phone, email and in person with potential students seeking

- attendance and providing necessary resources to potential applicants
- Manage Contracts-Evaluate, negotiate and execute contracts
- Sit on sub committees
- Develop and coordinate the HRLETF training schedule
- Correspondence and interaction with community members and leadership in local, state, and nationwide roles on behalf of the HRLETF Board.
- Register cadets for Academies and send invoices to the sponsoring agency. -- Accounting, purchasing, accounts payable, accounts receivable, and functions for the HRLETF and Academy.
- Performs other duties and jobs as required and assigned.

Education: High school graduate or GED. Some college coursework related to writing and communication is desired.

Experience: High school diploma or equivalent is required. Must have 2 years of progressively responsible administrative and professional support experience.

Special Requirements:

- Excellent typing skills.
- High level of understanding of computer programs and keyboarding.
- Attention to detail.
- Able to multitask.
- Knowledge of filing and record keeping techniques.
- QuickBooks skills preferred.
- Able to pass qualifying exam and background investigation.
- Good general physical and mental condition.
- Able to deal with confidential materials and records.
- Ability to work in extremely sensitive areas and maintain utmost trust.
- Possession of a valid Colorado Driver's License.
- Proficiency in the Microsoft Office Suite (Word, PowerPoint, Excel, Outlook)
- Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.
- Strong organizational skills and problem-solving skills, with the ability to prioritize and meet time-sensitive deadlines.
- Excellent analytical, communications, and interpersonal skills.

Essential Functions:

Language Skills: Ability to read, interpret and develop routine documents, reports and documents. Ability to communicate effectively with co-workers and the public. Ability to establish and maintain effective working relationships.

Basic Knowledge: Has a high level of understanding of basic to advanced office procedures and methods. Demonstrates ability to speak, read and write English clearly, effectively and correctly.

Mental Abilities: Able to comprehend and retain information related to general job assignments made within context of the position held. Able to understand and follow oral and written instructions and maintain confidentiality of information.

Independent Judgment: Work is performed independently. Must be able to use individual judgment and problem-solving skills to accomplish goals and achieve desired results.

Physical Skills: Possesses and maintains the ability to operate standard office machines, equipment, and utensils.

Public Interaction: Explains relevant information as required by verbal and written methods. Assists public as a resource for information relevant to the job assignment. May be required to explain procedures, laws, complaints and other information as required by verbal and written methods.

Verbal Skills: Speaks English clearly and converses effectively with persons of divergent ethnic, cultural and educational backgrounds. Projects voice clearly and forcefully when necessary while under personal stress.

Computer Skills: Considerable knowledge of software applications and hardware used for automated processes. Knowledge of the following is required: Windows Operating Systems, various office applications including e-mail, spreadsheets, word processing, presenting programs, and MS Office.

Department Policies and Procedures: Demonstrates working knowledge of and compliance with all department policies, procedures and directives.

Emotional Abilities: Controls personal emotional responses and acts appropriately under high levels of personal stress. Demonstrates sensitivity to feelings of others; listens with empathy toward others; and displays compassion to those in distress. Controls personal aggressive responses and acts in a manner designed to calm volatile persons.

Social Skills: Establishes and maintains effective relationships with peers, supervisors, and the public. Asserts self when necessary to confront or exert control over others.

Mathematical Skills: Ability to calculate figures and amounts such as interest, proportions, percentages. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or scheduled form.

Other Skills and Abilities: Some knowledge of training practices and principles. Skill in the use of a variety of data processing and office equipment. Ability to organize and prioritize numerous

tasks. Knowledge of basic computers. Ability to work with little or no supervision. Must possess strong time management skills. Ability to work beyond scheduled hours if necessary in a crisis. Ability to work non-traditional days and hours as needed.

Physical Demands: The employee must possess the ability to frequently stand, sit, walk, operate general office equipment, reach with hands and arms, talk or hear, and tolerate a quiet to moderate noise level in the workplace.

Work Environment: Work is generally performed in a typical office environment. Some local travel is required. Ability to work beyond scheduled hours in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Note: The successful applicant must be able to perform all the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not intended to be all-inclusive.

In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. In the event that an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.