HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

# Director of Academy Training

**Job Code:** U8724
**Pay Grade:** UM
**Pay Scale:** $134,792.72-$202,189.07 Annually
**Exempt:** Yes

## OVERVIEW

Perform operational and strategic managerial duties for the Criminal Justice Training Academy, providing complex services with responsibility for operational effectiveness, planning, budgeting, coordinating, and managing assigned staff.

## DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Evaluate and lead overall criminal justice training programs and staff ensuring that all operate in accordance with Florida Department of Law Enforcement (FDLE), Florida Criminal Justice Standards and Training Commission (CJSTC), and Sheriff's Office rules and policies.
- Oversee criminal justice training and basic recruit programs to ensure operational efficiency and achieve organizational goals and objectives.
- Counsel and advise training participants on performance and career guidance.
- Directly oversee and create academy examinations and training materials to achieve exceptional results for academy participants.
- Represent the Sheriff's Training Academy for various events including quarterly attendance of the CJSTC meetings, FDLE Directors Workshop, and the Training Center Directors Association.
- Serve on FDLE-sanctioned committees to contribute to discussions and initiatives related to recruit training and certified officer development.
- Develop, write, and implement policies and procedures to ensure compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA) standards.
- Maintain accurate records and conduct regular internal audits to ensure compliance with CALEA documentation and reporting requirements.
- Serve as the primary point of contact for CALEA-related inspections/review, communications, and staff training.
- Coordinate and achieve successful audit outcomes on Training Academy functions.
- Approve class schedules, facility reservations, instructor assignments, and instructional materials and supplies while ensuring curriculum is current as mandated changes occur.
- Assess staffing needs; Coach and mentor staff, provide opportunities for growth through work assignments and training, and evaluate performance recommending and issuing corrective action as needed, including termination.
- Compile and analyze information to recommend changes and improvements to operations or service delivery methods.
- Present training and informational sessions.
- Determine funding requirements, develop budget submissions, monitor status of allocated funds, and control expenses.
- Serve as a liaison to technical, operations, or administrative staff to analyze new legislation, work methods, or legislative requirements.
- Perform other related duties as required.

## KNOWLEDGE & ABILITIES

- Extensive knowledge of CJSTC rules and regulations.
- Knowledge of the functions, activities, requirements, and objectives in the management and delivery of education and/or training programs for criminal justice personnel.
- Knowledge of FDLE policies and procedures pertaining to officer standards and training.
- Knowledge of federal, state, and local regulations pertaining to criminal justice.
- Ability to analyze data and present ideas and information effectively, both orally and in writing.
- Ability to anticipate and meet the need of training participants with a commitment to improving services.
- Ability to establish objectives and strategies, identify required resources, and develop plans to carry out work.
- Ability to use considerable initiative, think independently, and exercise sound judgment.
- Ability to establish operation or program objectives and strategies for a functional or operational area.
- Ability to analyze and report upon operating conditions and problems.
- Ability to take a long-term view and recognize opportunities to help the organization accomplish its objectives.

## SKILLS

- Accreditation Standards
- Instructional Design
- Curriculum Development
- Leadership
- Curriculum Planning
- Policy Development
- Accreditation Management
- Curriculum Review

## WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

## MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Ten years of experience in the management and delivery of education and/or training programs for adults preferably in a criminal justice type setting; five of which must have been in a supervisory capacity.

OR

- An associate degree from an accredited college or university with a major in criminal or a related field.
- Nine years of experience in the management and delivery of education and/or training programs for adults preferably in a criminal justice type setting; four of which must have been in a supervisory capacity.

OR

- A bachelor’s degree from an accredited institution of higher education in criminal justice or a related field.
- Seven years of experience in the management and delivery of education and/or training programs for adults preferably in a criminal justice type setting; three of which must have been in a supervisory capacity.

OR

- A master’s degree from an accredited institution of higher education in criminal justice or a related field.
- Six years of experience in the management and delivery of education and/or training programs for adults preferably in a criminal justice type setting; three of which must have been in a supervisory capacity.

## ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.