

CITY OF FORT PIERCE

JOB OPENING/PROMOTIONAL OPPORTUNITY

JOB TITLE: ACCREDITATION MANAGER

PAY RANGE: 51

HOURLY RATE: \$16.66 - \$24.99

ANNUAL SALARY: \$34,652 - \$51,977

DEPARTMENT: POLICE

POSITION(S): 1

GENERAL DESCRIPTION:

The Accreditation Coordinator will perform highly complex, responsible, and professional duties inherent in the accreditation process, including the assimilation and compilation of technical data pertinent to the accurate completion of all written directives, studies, and reports related to all functions within the Fort Pierce Police Department. The work involves responsibility for gathering information accurately and compiling such information into the necessary format to complete the assigned study with minimal direction. Duties are performed under the direct supervision of the Division Supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Sets work priorities, coordinating them to meet deadlines in order to assure an efficient workflow throughout the agency.
2. Reviews a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process.
3. Meets regularly with the Chief and key employees to identify needs and report progress on accreditation efforts.
4. Assists in identification and development of new programs, systems, procedures or equipment to improve performance of the agency in compliance with standards.
5. Attends Commission meetings and serves as liaison to all appropriate accreditation organizations.
6. 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 agency.
7. Provides accreditation training for agency personnel.
8. Drafts new written directives or assigns writing projects to subject matter experts to achieve accreditation objectives.
9. Maintains organized and accurate master and archive files for agency written directives.
10. Maintains AC/TRAC software program for program tracking.
11. Maintains and manages the POWER DMS software program for policy review, tracking, and testing by agency personnel.
12. Maintains accreditation status board.
13. Maintains standards files for primary and secondary compliance.
14. Coordinates the development, updating, and revision of agency policies in accordance with Commission requirements, organizational change, legal updates, and procedural changes within the organization, submitting policies to the appropriate authority for review and implementation.
15. Attends trainings sessions relevant to the accreditation process.
16. Prepares the agency for re-accreditation.
17. Assists in conducting unscheduled examinations, inspections, and evaluations of selected functions, operations, procedures, units, and divisions in order to evaluate quality assurance compliance issues pursuant to agency policies.
18. Plans, coordinates, and manages the entire accreditation process including the Self Assessment Phase, Mock Assessment, On-Site Assessment, and Commission review.
19. Provides accurate information or services to agencies requesting assistance with the accreditation process and related issues.

20. Supervises and coordinates the issuance of policy and procedure manuals, written directives and field manuals.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

- Possess a strong knowledge and skill in the use of office equipment and/or computer peripherals including as applicable: word processor (Microsoft Word), spread sheets, data base, specialized computer program software, printer, copier, and any other equipment required to perform position tasks.
- Possess excellent time management skills and be able to organize, prioritize, schedule and manage daily work activity, tasks, and special assignments.
- Demonstrate the ability to work independently with limited supervision.
- Possess excellent oral and written communication skills.
- Possess problem-solving skills to look beyond the surface issues to identify, analyze and handle problems with very little supervisory intervention and develop effective responses and solutions to resolve such problems.
- Possess the ability to formulate written goals, objectives and procedures.
- Ability to establish and maintain effective working relationships with other agencies, employees, and the general public.

Education and Experience:

Graduation from an accredited two-year college or completion of sixty college credits with a concentration in business, public administration, communication or a related field. Four (4) years' of highly responsible job experience in a related field can substitute for the two-year degree requirement.

Licenses, Certifications, Registrations:

None.

ESSENTIAL PHYSICAL SKILLS:

- Light to moderate (15 – 30 lbs) lifting and carrying.
- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.
- Walking, standing, stooping, bending, pushing and pulling.

ENVIRONMENTAL CONDITIONS:

- Works within an office environment.

IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY AT THE HUMAN RESOURCES DEPARTMENT AT 100 NORTH US #1, FORT PIERCE, FL., OR YOU MAY DOWNLOAD AN APPLICATION FROM THE CITY'S WEBSITE www.cityoffortpierce.com AND SUBMIT ON OR BEFORE THE CLOSING DATE.

OPENING DATE: JANUARY 12, 2012

CLOSING DATE: FEBRUARY 14, 2012

THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER