



Pennington County
Training Manager
(Exempt C41)

Position Objective:

The Training Manager is charged with ensuring required training is provided to all employees within the Sheriff's Office. The Training Manager directly oversees two training coordinators and a staff assistant to assist in coordinating training that is efficient, effective and properly documented.

Essential Functions:

- Supervision of assigned personnel to include selection, performance management, scheduling and task assignment
- Coordinating Sheriff's Office personnel training needs and schedules including monthly in-service, advanced trainings and attendance at the State's Law Enforcement Training Academy
- Overseeing the coordination of pre-service training requirements for all new employees
- Overseeing the maintenance of lesson plans, documentation of personnel training and return records as entered
- Assisting as needed during the initial hiring selection phases to include physical agility testing and panel interviews.
- Establishing and maintaining a global training calendar
- Working directly with administration of all divisions to identify ways to make office wide training and documentation processes efficient and effective
- Assuming the role of project coordinator for the Relias Online Learning System Software
- Assisting with career advancement testing and learning opportunities for internal staff to include participation in the Promotional Process Committee
- Represent the Sheriff's Office at statewide training meetings to coordinate advanced training needs with the State Law Enforcement Training Academy.
- Represent the Sheriff's Office at the Law Enforcement Training and Standards Commission for certification/re-certification of deputies.
- Prepare training grant requests for review and approval by the Law Enforcement Training and Standards Commission.
- Instructing courses as required.
- Performing other duties as assigned

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

Education: HS Diploma or GED; a Bachelor's Degree in a related field preferred

Experience: 5 years as a Certified Law Enforcement Officer or Military Training Position

Working Environment:

Work is performed in office and field environments. Daytime hours Monday-Friday. A high level of accuracy, attention to detail, commitment to meeting deadlines, and the ability to manage multiple priorities simultaneously is needed.

Physical Requirements:

The Training Manager is regularly required to sit, use hands, talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.