

# JOB DESCRIPTION – TRAINING SPECIALIST

## SUMMARY OF POSITION

This training specialist position is under the Public Safety Programs Department of the West Central Texas Council of Governments and will be working in the West Central Texas Regional Law Enforcement Academy. The position is full-time and is currently a grant-funded position with a grant provided by the Public Safety Office Grant Program for 2024/2025.

## REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Experience in the field of violent crimes involving interpersonal violence and crisis intervention
- Excellent time management skills, public speaking skills, problem-solving skills and both verbal and written communication skills
- Proficiency in word processing and presentation software
- Ability to operate media equipment such as projectors and personal computers
- Knowledge about traditional and modern training methods and techniques
- Exceptional organization skills, leadership and interpersonal skills
- Ability to work with a team and have attention to detail
- Ability to handle multiple assignments and assess and analyze data

## RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Providing instruction for licensing courses as well as in-service classes at main Abilene location and within WCTCOG 19-county region as needed.
- Develop training curriculum and provide instruction centered around interpersonal violence and crisis intervention/management for both in-service training and academy training.
- Create/maintain training schedules and records for basic licensing courses and in-service classes.
- Gather and evaluate information from attending students on previous trainings to identify areas of improvement in areas of interpersonal violence/crisis intervention.
- Attend seminars and meetings to acquire new training methods/techniques and apply the knowledge to prepare and coordinate future training opportunities for the WCTCOG's 19-county region.
- Market in-service training opportunities to region and encourage agency participation.
- Maintain working training calendars both for in-service training and basic licensing courses.
- Evaluate and recommend training materials/methods; order and maintain in-service training equipment/facilities and assist in managing the training budget.
- Communicate with stakeholders in the region regarding needs assessment and other training needs.
- Other duties as assigned.

## LICENSES AND CERTIFICATES REQUIRED

- Texas Peace Officer License in good standing with at least Basic Certification
- TCOLE Instructor certificate or other equivalent certification according to TCOLE requirements
- At least 5 years of peace officer experience
- At least 2 years of law enforcement teaching experience

Please complete a *WCTCOG Employment Application\** and submit with your letter of interest to [pdavis@westcentraltexas.org](mailto:pdavis@westcentraltexas.org) by 5:00 pm (CST) on **October 30, 2024**.

\*WCTCOG Employment Application can be found on [www.wctcog.org](http://www.wctcog.org)