

ACCREDITATION MANAGER/ANALYST

Position Code: 2076
WC Code: 8810
FLSA Status: Non-Exempt
Pay Grade: 349
Location: Police & Fire
Approval Date: 2017

General Statement of Duties

An employee in this class performs a variety of complex administrative and professional assistance work in planning, coordinating and managing the implementation, maintenance and adherence to the police/fire department's accreditation through CALEA (Commission on Accreditation for Law Enforcement Agencies) or CPSE (Center for Public Safety Excellence).

Distinguishing Features of the Class

This position requires advanced administrative and professional skills necessary to serve in a capacity that provides direct assistance to the Chief. The accreditation manager must have strong office skills for daily tasks, strong interpersonal skills, and the ability to exercise independent judgment and discretion. Because of the use of automation, employee must possess skill in the use of computers and business software. Broad understanding of police or fire operations, practices, and principles are essential. The position is directly tasked with managing the department's accreditation process and also provides assistance to the command staff in a wide range of planning and research activities. The accreditation manager must be able to interact with staff and the public in a cordial, professional, effective manner. At times, the position will be responsible for other tasks and special projects including statistical analysis, strategic planning, and seeking alternative funding opportunities. The employee generally maintains normal office hours but will occasionally be required to perform overtime or unscheduled work in accordance with operational and training demands.

Duties and Responsibilities

Assists the Chief and other administrative and command staff in the development, research, and implementation of general and specific programs and activities. Serves as a member of the Chief's management team.

Manages and coordinates departmental activities related to the international accreditation process. Develops proofs of compliance for accreditation standards, prepares policy drafts, prepares written documentation and reports, maintains computer databases, develops and

revises agency forms, coordinates on-site assessments and inspections, tracks the submission of required administrative reports, and works closely with staff on policy review. Many materials are time sensitive and require careful review. Employee must be able to demonstrate a high degree of accuracy and be detail-oriented.

Participates in regular conferences with the Chief and command staff on planning, data analysis, accreditation, and other related matters.

Attends related meetings and conferences which may require overnight travel.

Recommends changes in policies and procedures when indicated by accreditation updates, changes, or modifications.

Composes/edits a variety of correspondence, reports, memoranda, and other material requiring independent judgment as to content, accuracy, and completeness.

Collates and distributes departmental policies and written directives as issued by the Chief. Maintains hard copy files for departmental directives and updates as necessary.

Develops and conducts training on accreditation and professional standards.

Attends staff meetings to review departmental operations and provides updates on accreditation process.

Assists with the preparation of the departmental annual budget by projection of accreditation costs for the coming fiscal year.

Provides accreditation related training to departmental personnel.

Receives written and verbal inquiries from other governmental agencies to enhance the accreditation process.

Maintains proofs and files as required for CALEA or CPSE.

Consults with Chief on building and equipment modifications for compliance purposes.

Assists in the preparation of materials and information for the publication of departmental annual reports.

Maintains continuing and substantial interaction with a full range of town employees, the public, various groups and their representatives.

Performs other duties as required.

Recruitment and Selection Guidelines

Knowledge, Skills, and Abilities

Knowledge of the principles, practices, and procedures of law enforcement and law enforcement management

Knowledge of state and local laws/ordinances

Knowledge of applicable software and electronic distribution policies.

Knowledge of departmental policies/procedures

Knowledge of demographic and geographic characteristics of community

Knowledge of proper grammar, spelling, punctuation

Ability to maintain records systems

Ability to evaluate operations, predict outcomes, and make recommendations

Strong interpersonal, written and oral communications skills

Ability to exercise independent judgment

Ability to maintain information of a confidential, sensitive nature

Physical Requirements

Physical activity related to this position may include sitting, standing, climbing, stooping, pushing, pulling, kneeling, walking, and repetitive motions. The employee must occasionally lift up to 25 pounds.

Minimum Education and Experience

High School Diploma or GED and two years of law enforcement or fire experience; or an equivalent combination of education and experience.