HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Training Specialist

Job Code: W1310
Pay Grade: WO
Pay Scale: $29.92-$45.92 Hourly; $62,233.60-$95,513.60 Annually
Exempt: No

OVERVIEW

Plan, develop, coordinate, and implement adult training programs.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Review applicable technology and literature, survey agency/department personnel, and confer with management to determine training needs.
- Design and implement training programs for adults to maximize student acquisition and retention of knowledge, skills, abilities, and perspectives.
- Assess training program effectiveness and revise programs accordingly.
- Evaluate training program content and recommend modifications.
- Write lesson plans, curriculum, handouts, and other training materials.
- Instruct in one or more technical or specialized fields.
- Coordinate and act as a liaison with higher learning centers, training institutes and individuals to develop training courses in a variety of specialized areas.
- Monitor the training budget to ensure adequate program funding.
- Maintain records of training courses, registrations, course attendance, materials, and other information.
- Supervise other staff.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of applicable statutory training standards, policies, and procedures.
- Considerable knowledge of adult instructional course development, research, and practice.
- Considerable knowledge of adult instructional course development and classroom presentation methods and techniques.
- Considerable knowledge of applicable subject matter current trends and developments.
- Ability to organize and coordinate training activities with other organizations and individuals.
- Ability to assess staff training needs and design appropriate training programs.
- Ability to measure training effectiveness, compile results, and take appropriate action.
- Ability to communicate, both orally and in writing.
- Ability to maintain records and prepare reports.
- Ability to collect, organize, and evaluate data and to develop logical conclusions.

SKILLS

- Adult Learning Theory
- Training and Development
- Curriculum Development
- Inventory Maintenance

- Auditing Standards
- Training Delivery
- Equipment Purchasing
- Test Design
- Curriculum Creation
- Facilitate Training Sessions

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.
- Four years experience in adult teaching or coordinating adult training programs.

OR

- An associate degree from an accredited institution of higher education.
- Three years experience in adult teaching or coordinating adult training programs.

OR

- A bachelor’s degree from an accredited institution of higher education.
- Two years experience in adult teaching or coordinating adult training programs.

OR

- A master's degree from an accredited institution of higher education in an education or behavioral and social sciences field.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

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.

PREFERRED QUALIFICATIONS

- One year of experience in adult teaching or coordinating adult training programs in the law enforcement field.