

ACCREDITATION ADMINISTRATOR

PURPOSE AND NATURE OF WORK

The single position 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 Lafayette Police Department's accreditation through CALEA (Commission on Accreditation for Law Enforcement Agencies). The incumbent in the position will be a classified employee of the Municipal Civil Service System while working at the Police Department. Position is not supervisory and reports to a Police Captain.

ILLUSTRATIVE EXAMPLES OF WORK (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Receives assignments and sets work priorities in coordinating accreditation tasks in order to meet deadlines and ensure efficient workflow through the agency. Maintains and updates the CALEA files as necessary. Reviews a wide variety of complex and technical issues concerning CALEA accreditation standards, including changes and amendments, and advises management of the same. Uses the online document management system to track accreditation activities and meets regularly with all division commanders and staff to identify needs and advise them on accreditation progress. Identifies and recommends new programs, systems, procedures, and/or equipment for performance improvement with relation to accreditation. Coordinates the accreditation team within the department and assigns plans of action to accomplish accreditation goals. Attends approved conferences and accreditation network meetings as required. Provides information to concerned parties related to CALEA. Performs related work as required.

NECESSARY KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of law enforcement and/or emergency communications accreditation standards

Considerable knowledge of current law enforcement and/or emergency communications practices, as well as, federal, state and local regulations governing departmental policy and operations.

Ability to learn and effectively use applicable software packages and applications.

Ability to analyze problems, develop alternatives and recommend and implement solutions.

Ability to meet deadlines in carrying out duties.

Ability to establish and maintain effective working relationships with public officials, employees, and other persons contacted in the performance of duties.

DESIRABLE TRAINING AND EXPERIENCE

Bachelor's degree in business administration, criminal justice, or a related field and project management experience preferred; however, an equivalent combination of training and experience will be considered.