

## Training and Development Coordinator

\$60,011 / year or higher DOQ + [Full-Time County Benefits](#).

James City County's Police Department seeks an individual to perform experienced professional work assessing Police Department developmental and certification needs, identifying the appropriate learning initiatives, and coordinating, designing, delivering, and managing the training solutions.

### Responsibilities:

- Assesses Police Department employee performance and training and development needs; provides or coordinates training, evaluates training effectiveness; participates in and develops initiatives to promote employee engagement. Assesses Police Department employee performance and training and development needs; provides or coordinates training, evaluates training effectiveness; participates in and develops initiatives to promote employee engagement.
- Provides training and coaching to Police Department staff involved in employee development efforts; facilitates team development activities.
- Coordinates with and provides liaison services to other localities training personnel, DCJS and Police Academy staff to develop training resources for the Department; leads and attends regular meetings to develop regional training partnerships and educational opportunities.
- Designs, implements, or procures training programs to achieve organizational goals, reinforce culture and facilitate change to include E-Learning initiatives.
- Keeps up-to-date on current trends and legislation in criminal justice; recommends changes to policies, procedures, and practices to reflect best management practices and comply with current laws and regulations.
- Performs as subject matter expert in criminal justice.

### Requirements:

- Any combination of education and experience equivalent to a bachelor's degree in criminal justice, public administration, human resources, education, or other related field; current certification as a DCJS General Instructor, Human Resource or Training Management Professional through an approved agency preferred.
- Must possess reliable transportation to work site(s).
- Considerable professional criminal justice, training and/or program management work experience; considerable experience as a professional adult educator that includes conducting needs assessments, training development and delivery, training effectiveness evaluation and contracting for third party delivered training and development activities.
- Skill in use of computer software, especially Microsoft Office Suite.
- Ability to develop, implement and administer effective training programs; assess, analyze, and creatively resolve training related issues; work effectively as a committee facilitator, team member, and with all stakeholders; communicate effectively both orally and in writing; initiate, develop, and effectively manage a wide range of law enforcement and criminal justice policies, program and functions; work collaboratively and maintain effective working relationships with County officials, employees, and the public.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>