

# City of Oakwood

Title: **CERTIFICATION MANAGER**

## **JOB DESCRIPTION**

The position manages and oversees the Police Department's certification processes. This position is responsible for professional and technical work in developing department policies and standard operating procedures to achieve and maintain State Certification. Work is performed in consultation with the department's staff and under the direct supervision of the Police Chief. Incumbent may be either a certified employee holding the rank of Sergeant, or a non-certified employee.

## **ESSENTIAL DUTIES**

Attendance at work is required; Monday through Friday, 8:00 AM to 4:00 PM, with most weekends and holidays off. Occasional variations to the regular schedule may be required as defined by the Chief of Police.

Certified employees will be expected to maintain all requirements related to keeping their certification in good standing.

Active involvement with the Georgia Police Accreditation Coalition (GPAC) and attendance of training, conferences and meetings is required.

Service as an Assessor with GPAC for agencies being assessed for certification or re-certification.

Successfully manage and maintain the processes of the Police Department to attain and/or maintain State Certification.

Remain thoroughly familiar with modern best management practices for law enforcement operations as defined by law, training, and current events.

Perform research of law, model policies, training information and other information to develop new or revised policies and procedures.

Serve in the capacity of an auditor/inspector of departmental functions, facilities, equipment, vehicles, and personnel.

Capable of making group presentations of material and guiding discussions of same.

Represent the Chief of Police to all departmental members in issues relating to policy, procedure, and State Certification.

Carries out duties in conformance with Federal, State, County, and City laws and ordinances.

Operates a motor vehicle to carry out the business of the department and the City.

## **NON-ESSENTIAL DUTIES**

Highly organized and effective at multi-tasking.

Knowledge of federal, state, and local laws and ordinances.

Knowledge of the rules of evidence.

Knowledge of State requirements relating to the Open Records act, Records Retention, and the State Certification program.

Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks.

Ability and willingness to quickly learn and use new skills and knowledge brought about by rapidly changing information and/or technology.

Maintains departmental equipment, supplies and facilities.

Maintains contact with the public, various officials, and representatives of other departments in the performance of assigned duties.

Excellent ability to communicate effectively orally and in writing.

May serve as a member of various employee committees.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **QUALIFICATIONS**

This position is subject to the City of Oakwood's Drug and Alcohol Testing Policy which includes, pre-employment testing, post-accident testing, random testing, reasonable suspicion testing, return to duty testing, and follow-up testing;

Minimum of 6 years of law enforcement experience, supervision or management experience is preferred.

Experienced with developing policies that comply with established standards, experience as a Certification Manager in Georgia is preferred.

High School diploma or GED required. College degree is preferred.

Must possess a valid Georgia driver's license with acceptable driving record for past three years.

Must be a United States citizen.

Felony convictions and disqualifying criminal histories are not allowed.

Ability to learn the applicable laws, ordinances and department rules and regulations.

Ability to establish and maintain effective working relationships with subordinates, peers, and supervisors.

Ability to exercise sound judgment in evaluating situations and in making decisions.

Ability to follow verbal and written instructions.

Ability to learn the City's geography.

## **TOOLS AND EQUIPMENT USED**

Ability to operate a vehicle, police radio, computer, and video presentation equipment. Certified incumbent must be able to operate all vehicles, weapons, and equipment in use by officers within the department, to include an emergency vehicle, police radio, radar, handgun and other weapons as required, handcuffs, breathalyzer, pager, body camera, on-board video camera and chemical agent.

## **PHYSICAL DEMANDS**

Must be able to frequently lift and/or move moderately (up to 50 pounds) heavy objects. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

Must be able to sit, stand, talk, and hear.

Must be able to use hands and fingers to feel objects or controls.

Must be able to stand or balance, stoop, kneel, crouch, and perform general office functions.

## **REQUIRED EXAMINATIONS**

Some of the examinations described are not required for non-certified candidates. Typically, participation in the following is required:

Oral board interview; truth verification examination; medical examination; physical agility testing; and extensive background investigation.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed inside/outside in all types of weather conditions.

The noise level in the work environment is moderate.