THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION
invites applications for the position of:

Park Police Training Coordinator
(13579, Grade 22)

An Equal Opportunity Employer

**SALARY:** $54,066.00 - $92,517.00 Annually

**OPENING DATE:** 03/22/21

**CLOSING DATE:** 04/06/21 11:59 PM

**DESCRIPTION:**
The Maryland-National Park and Planning Commission (M-NCPPC), a six-time National Recreational and Parks Association Gold Medal Award Winner, is seeking a highly motivated, and forward-thinking Training Coordinator to work with the Montgomery County Department of Parks, Park Police Division in Silver Spring, MD.

Behind the vast and diverse Montgomery Parks system that hosts 424 parks and encompasses almost 37,000 acres, there is a robust team within the Park Police Division dedicated to protecting the park system and residents of Montgomery County, Maryland.

The Park Police Training Coordinator will be responsible for developing, implementing, and maintaining training activities for both sworn and civilian personnel within the division. The ideal candidate should have previous experience as a Law Enforcement Training Coordinator. Learn more about the Montgomery County Park Police online at: [https://www.montgomeryparks.org/about/park-police/](https://www.montgomeryparks.org/about/park-police/)

**DIVERSITY STATEMENT:** Montgomery County Department of Parks believes that diversity in all dimensions of the organization supports and bolsters the innovative thinking essential to its success. Montgomery County Parks does not make hiring decisions on the basis of race, ethnicity, national origin, gender, gender identity, sexual orientation, age, disability, religion, political affiliation, ideology or status as a Veteran.

Get to know Montgomery Parks and the opportunities available: [https://www.montgomeryparks.org/about/divisions/](https://www.montgomeryparks.org/about/divisions/)

*Please Note: The listed salary range represents the earning potential for this position. Salary is commensurate with experience.*

Very competitive and flexible benefits program available!

**EXAMPLES OF IMPORTANT DUTIES:**
*Training and Development*
Plan, organize, and implement various aspects of training for new and existing staff. Develop and implement Commission-wide law enforcement training programs for the Park Police (Montgomery and Prince George's County).

Facilitate learning through a wide variety of delivery methods including classroom instruction, virtual training, just in time training, and on the job coaching.

Identify internal and external training opportunities based on best practices for various topics including customer service, tactical operations, social/emotional intelligence, cultural competency, leadership, and employee wellness.

Serve as a liaison with Federal, State, and Local stakeholders on regional joint training initiatives. Work with subject matter experts to design instruction and develop training visual aids, manuals, handbooks, and reference resources.

Design assessment tools to measure training effectiveness. Analyze assessment results and design benchmarks and recommendations for future training effectiveness.

**Administrative**

- Manage the Maryland Police and Correctional Training Commission (MPCTC) Skills Manager database. Function as a liaison with MPCTC personnel regarding officer certification. Maintain confidential training and firearms records.
- Provide guidance and inform individual employees on training plans and resources. Track all training needs, attendance, and training outcomes.
- Develop and revise/update training policies (Directives) and procedures (Standard Operating Procedures) as needed.
- Coordinate training logistics and activities including venues and equipment. Establish and maintain relationships with external training vendors and suppliers.
- Manage and oversee the training budget.
- Perform other related duties and responsibilities as required.

**Important Skills and Characteristics**

- Knowledge of instruction design/training, training methodology, and adult instructional/learning principles and theories.
- Knowledge of computers, audio-visual equipment, and other training-related technical equipment.
- Knowledge of reputable training resources, practitioners, providers, and institutions.
- Experience with employee development, succession planning, apprenticeship development, and other related techniques.
- Ability to plan, design and implement successful programs.
- Ability to work effectively with others and garner support for training and employee development.
- Ability to write, speak, coach, and teach effectively.
- Ability to communicate effectively and assimilate and understand information in a manner consistent with the essential job functions.
- Ability to make sound decisions in a manner consistent with the essential job functions.
- Effective organizational skills for both short-term and long-term initiatives.

**MINIMUM QUALIFICATIONS:**
2. Two (2) years of progressively responsible experience in human resource management, finance or any other related field of business administration.
3. An equivalent combination of education and experience may be substituted, which together total 6 years.

SUPPLEMENTAL INFORMATION:
Class/Specification: Administrative Specialist II

Preferred Qualifications

- Bachelor's Degree in public policy, law, project management, human resources, community relations, employee/organizational development, or related topics.
- Instructional or operational experience in tactical operations, self-defense, or firearms training.
- Possession of Maryland State Training certification or willingness to obtain by attending the Maryland Police and Correctional Training Commission (MPCTC).
- Military or prior law enforcement experience.
- Ability to communicate in another language a plus.

Working Conditions

- Works in an office environment that is adequately lighted, heated, and ventilated. May work outdoors briefly on an incidental basis. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.

To apply for this position, please  click here HERE