



GREAT BENEFITS!

- Health Plan
- Pension Plan
- Health, Education, & Wellness Center
- Dental Plan
- Vision Plan
- Deferred Comp
- Spending Accounts
- Life Insurance
- Longevity Payments
- Tuition Reimbursement
- Employee Assistance Program
- Paid Leave
- Paid Holidays
- Sick Leave Bank
- Paid 30 min Break
- Vacation Sell
- Flex Schedules
- Training Opportunities

CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web:www.knoxvilletn.gov

9096 Police Curriculum Administrator 7/17/25
(Entry-level and Promotional)
Drug testing may be required

ENTRY-LEVEL SALARY: \$79,119 annually (Pay Grade 321)

The City of Knoxville only accepts online applications. To apply, go to <http://www.knoxvilletn.gov/jobs>. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, August 4, 2025.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- If you have questions regarding your application or need help applying, please email mbfoster@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Current City Employees may apply, but must have completed initial Civil Service probationary period and must have received a satisfactory performance rating on their last evaluation to receive promotional preference.
- Master’s degree in Criminal Justice, Public Administration, Curriculum Design or related field of study. Please note that if selected for hire, you will be asked to provide college transcripts showing a degree confirmation.
- At least five (5) years of academic teaching or training experience.
- At least two (2) years of curriculum design and assessment experience.

EXAMINATION

The selection process will consist of a Training and Experience Questionnaire (100%) .

Note: Background checks will be conducted.

AN EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.

GENERAL DESCRIPTION

Under general direction, this position plans, develops, manages, and evaluates police training programs and ensures POST compliance.

ESSENTIAL FUNCTIONS

Plans, develops and evaluates police academic training and ensures compliance with POST standards.

Develops, reviews, and recommends criteria for implementation of new recruit, continuing education, and specialized training programs as well as other training needs as they arise.

Work closely with police administrators and government representatives to select programs, develop curriculum, acquire speakers, and customize instruction presentations for local law enforcement personnel.

Identify agency training needs and coordinate activities with agency managers and police executives.

Works with instructors, subject matter experts on development, implementation and evaluation of training programs.

Identifies areas for improvement or training deficiencies and recommends solutions.

Provide and monitor a comprehensive professional development plan for all academy instructors.

Ensure that Academy methods and practices of teaching reflect educational best practices.

Review and modify training methodologies to match best practices in adult education.

Design and implement career development and leadership training for those in consideration for supervisory positions.

Accept and respond to feedback from trainees and agency managers regarding the quality and appropriateness of programs.

Maintain a positive working relationship with police executives, command personnel, training officers, trainees and recruits.

MARGINAL FUNCTIONS

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to establish rapport, maintain credibility and work with local officials, police administrators and law enforcement practitioners.

Knowledge of computers, equipment setup and usage, software necessary for training design and implementation.

Ability to communicate effectively – both written and orally.

Strong organizational, planning and problem-solving skills.

Ability to multi-task, organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail.

Ability to work a flexible schedule to accommodate department needs.

Knowledge of curriculum and program development.

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes.

Knowledge of the functions, activities, requirements, and objectives in the management and delivery of education and/or training programs for criminal justice personnel.

PHYSICAL REQUIREMENTS

This position consists of primarily sedentary work, requiring the incumbent to exert up to 10 pounds of force occasionally, or a lower amount of force frequently, in order to lift/carry, push/pull or otherwise move objects. The job involves sitting most of the time, but may involve walking or standing for brief periods of time. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MENTAL REQUIREMENTS

This position uses logic and/or scientific thinking to define problems, collect information, establish facts, draw valid conclusions, devise and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

MINIMUM REQUIREMENTS

Master’s degree in Criminal Justice, Public Administration, Curriculum Design or related field of study.

At least five (5) years of academic teaching or training experience.

At least two (2) years of curriculum design and assessment experience.

PREFERRED QUALIFICATIONS

None indicated.

HYBRID WORK ELIGIBILITY

This position is eligible for hybrid work.