



**July 14, 2020**

**The Government Training Agency is currently recruiting for the following position:**

**Title: Program Manager**

**About us:** The Southern California Intergovernmental Training and Development Center (ITDC) operates under the name of Government Training Agency (GTA) and is often referred to as the San Diego Regional Training Center (RTC). The GTA is a government agency created in 1972 via a Joint Powers Agreement, and today, its member agencies are comprised of all eighteen cities within the County of San Diego and the County of San Diego. The GTA was created to provide high quality training and organization development consulting services to public agencies at a reasonable cost and to assist the parties of the agreement in their efforts to develop and implement employee training programs, including the holding of seminars, training institutes and other education courses. The GTA is self-supporting, deriving its revenue from grants and from payments for services rendered to its member parties and other participating agencies.

**Description:** The Program Manager is responsible for coordination of programs under contract to the Government Training Agency such as the Instructor Development Institute (IDI) Program and other designated contracts, acting as liaison between the GTA and other government entities. Under the direction of the GTA Executive Director, the Program Manager is responsible for; building relationships with law enforcement agencies and their personnel, the Commission on POST or other organizations not specifically listed, that will further the goals of the GTA. The Program Manager will work with other GTA staff, member agencies, non-member agencies and others as necessary to complete the work described.

**Status:** Exempt

**Hours:** Full-time

**Compensation hiring range:** \$80,000 - \$90,000

**Benefits:** Health and Dental, Vacation and Sick time

**Retirement Program:** CalPERS

**Anticipated Start Date:** Immediate

**Location:** San Diego

**Travel requirements:** Must be willing to travel on occasion

**THE IDEAL CANDIDATE:**

The ideal candidate will possess a strong work ethic and;

- Be results orientated with a strong willingness to learn;
- Practice a customer-centric approach;
- Demonstrate exceptional oral and written communication skills;
- Follow through on commitments;
- Demonstrate strong teamwork and collaboration skills;
- Possess a POST Master Instructor Certificate

**EDUCATION AND EXPERIENCE REQUIRED:**

The Program Manager shall have the minimum qualifications as follows

- Have a minimum of five years' experience in a supervisory role in a civilian training manager's (or similar) position, or a law enforcement training manager's position, or law enforcement supervisor or a minimum of five years' experience in a supervisory capacity, commensurate with the duties and with full understanding, of the duties of a law enforcement supervisor;
- Be an experienced instructor/facilitator skilled in the competencies emphasized in POST Administrative Manual regulations 1070 and 1082(d);
- Possess a demonstrated working knowledge of instructor related classroom management techniques;
- Possess a demonstrated ability to effectively facilitate law enforcement training, curriculum design workshops, and other associated workshops;
- Possess a demonstrated knowledge, experience, and ability to generate discussion through facilitation with law enforcement employees and representatives, high level executives and line staff equally and direct workshops to effectively gain knowledge from attendees;
- Possess a working knowledge of and be familiar with POST's mission, regulations and procedures as they relate to the delivery of a publication;
- Possess demonstrated experience as an instructor having delivered a minimum of 200 hours of classroom instruction;
- Possess a demonstrated ability to manage instructors in a high-level program;

- Have a minimum of five years' experience in a law enforcement related field (e.g., dispatch, crime scene, sworn peace officer); or be able to demonstrate, through oral and written processes, a thorough understanding of law enforcement, its functions, operations and how investigative training to law enforcement investigators must be delivered and the best practices for delivering effective training on and for criminal investigations.

### **Job Duties:**

#### **Duties and functions of the job may include, but are not limited to:**

The IDI Program Manager is responsible for the following:

- Providing leadership and vision of all IDI Levels;
- Ensuring delivery of IDI content and process in accordance with POST regulations 1070, and 1082(d);
- Scheduling all classes under the IDI contract and other associated programs and maintaining and scheduling instructors for each of the courses to held;
- Become proficient in and use the GTA student registration system;
- Directing the development of new courses/curriculum as directed and in discussion with the POST IDI Program Manager to meet the evolving needs of law enforcement instructors;
- Reviewing and providing direction for update of course curriculum and materials to course facilitators;
- Attending meetings and special events as directed by the Executive Director and/or Director of Training;
- Reviewing for approval expenses of course facilitators, supplies, and books;
- Overseeing logistical preparation for each presentation;
- Ordering and maintaining supplies for class presentations;
- Providing oversight of inventory control of books and supplies;
- Providing oversight and tracking of budget to ensure that presentations are delivered within budget and program is maintained within budget throughout the year;

- Working with and reporting to the Executive Director and/or Director of Training of any budget issues, such as significant savings and any overall overages for a presentation;
- Providing direction for weekly facilitator problems/issues during presentation deliveries;
- Ensuring facilitators/instructors generate a learning environment that evokes the benefit of students' experience and ideas in a creative and productive environment by way of course/instructor assessments;
- Conducting program planning meetings with POST staff; and
- Maintaining accurate record keeping for each course (i.e., POST roster as required in POST Administrative Manual regulation 1055(g) for course completion, certificates of completion, and networking rosters).

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Good understanding of Social Media
- Some understanding of marketing strategies
- Understanding of Microsoft Word, PPT and Excel;
- The operation and uses of general office equipment including computers, word processing systems, copiers and calculators;
- Computerized data and record keeping systems;
- A recognition of good customer service skills;
- Telephone, office, and on-line etiquette; and
- Current technology and trends in social media and marketing.

#### Skills and Abilities to:

- Effectively communicate in oral and written forms;
- Complete assignments with a high degree of accuracy;
- Use tact and courtesy in dealing with coworkers, city and county government workers, law enforcement officers and the general public;
- Exercise appropriate judgment in answering questions and releasing information;
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds; and

### **REQUIRED LICENSES, CERTIFICATIONS OR REGISTRATIONS**

#### **License**

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel.

## **SPECIAL NOTES**

### **Essential Physical Characteristics:**

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.

Frequent sitting in an office environment is required along with: repetitive use of hands, including simple grasping and fine manipulation; walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, kneeling, power grasping, pushing, pulling, reaching above and below shoulder level, and lifting and carrying of files.

### **Background Investigation**

Must have a reputation for honesty and trustworthiness. Prior to hiring, candidates will be subject to a background investigation and drug testing.

## **PROBATIONARY PERIOD AND CLASS HISTORY**

The person hired for this position shall serve in an "at-will" employment status.

### **Email Cover Letter and Resume to:**

Michael Gray, [mgray@govtraining.com](mailto:mgray@govtraining.com)

**DEADLINE:** Until Filled