



The Charles County Sheriff's Office

Is now accepting applications

For:

Director, Southern Maryland Criminal Justice Academy

Salary: \$90,000 (Contract position)



SUMMARY

This contractual position is a highly responsible administrative and supervisory position. The employee serves as the Director of the Southern Maryland Criminal Justice Academy (SMCJA) providing entry-level, mandated in-service, and special training for the tri-county area. The employee is responsible for directing the training and development efforts of the tri-county consortium to maximize the potential of human resources. Work involves the responsibility of planning, instructing, and assigning duties to subordinate officers and assigned personnel, providing leadership for them in the conduct of their work and checking their proficiency. This position reports directly to the SMCJA Board of Directors.

REQUIREMENTS and DUTIES

- Bachelors degree in Criminal Justice or closely related field and at least 10 years of experience in law enforcement or corrections with at least 5 years of law enforcement or corrections managerial experience or and equivalent combination of education and experience may be considered.
- Ability to learn the principles and methods, rules and regulations found in the Standard Operating Procedures (SOP) and other manuals pertinent to the assigned job classification.
- Ability to become certified through the Maryland Police Training & Standards Commission/Correctional Training Commission for Instructor status within one year of assignment.
- Ability to learn the principles and practices of law enforcement and corrections administration, the Maryland Police Training & Standards Commission/Correctional Training Commission requirements, regulations of Calvert, Charles and St. Mary's County Sheriff's Offices, and SMCJA Administration and Operations Manual.
- Ability to plan, develop, and administer all training presented by the SMCJA staff.
- Ability to supervise staff members and assist outside consultants in researching, organizing, and conducting training programs.
- Ability to develop lesson plans and test questions to include justification for each question and answer to meet the objectives of the Maryland Police Training & Standards Commission/Correctional Training Commission.
- Ability to identify and define present and future training needs mandated by the Maryland Police Training & Standards Commission/Correctional Training Commission and the SMCJA Board of Directors.
- Ability to monitor and evaluate other instructors for compliance with the minimum requirements established by the Maryland Police Training & Standards Commission/Correctional Training Commission.
- Ability to instruct annual in-service training as needed for Agency personnel, entrance level training for both corrections and law enforcement officer programs, as well as specialized programs for the tri-county area.
- Ability to prepare teaching material for new training programs. Review, evaluate, and modify existing and proposed programs and recommend appropriate changes.
- Ability to prepare and present budget to the SMCJA Board of Directors to include justifications and recommendations.
- Ability to perform public relations duties by serving on special committees and by speaking at schools, neighborhoods, and other interested groups.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- Possess a valid driver's license.

Applications available online: www.ccsso.us

Agency employees interested in applying must submit a Form #301, with resume to Human Resources.

Closing Date: March 12, 2019 no later than 4:00 p.m.

For more information call: 301-609-6417

AN EQUAL OPPORTUNITY EMPLOYER