



JOB DESCRIPTION

Position: Part-Time Accreditation Coordinator
Reports To: Executive Director
FLSA Status: Non-Exempt
Last updated: 1/25/2021

Core Values: Ethics, Professionalism, Encouragement, Innovation

Position Summary:

Under direction of the Executive Director, is responsible for coordinating the application for and thereafter maintaining the national accreditation process for the Jefferson County Communications Center Authority. This is achieved through planning and managing accreditation activities, including maintaining files and proofs of compliance. Performs a variety of complex clerical and administrative work.

Supervision Received:

Works under the general supervision of the Executive Director.

Supervision Exercised:

None.

Essential Duties, Functions and Responsibilities:

(The duties listed are intended only as illustrations of the various types of work that may be performed, and are in no way construed or perceived to be exhaustive. The employee may also be required to perform additional functions and duties as assigned.)

- Evaluate accreditation needs; and identify, implement, and manage the application of accreditation standards to meet compliance requirements.
- Direct, monitor and advise personnel in regards to maintaining accreditation standards, including the establishment of proper documentation demonstrating accreditation compliance.
- Plan, manage and monitor accreditation on-site assessments.
- Conduct planning and research on communication related topics using standard research and analysis methods.
- Ensure compliance with Commission on Accreditation for Law Enforcement Agencies (CALEA) standards, legislative mandates and judicial rulings.
- Interpret state and national accreditation standards for Jeffcom's member agency staff.

- Conduct regular reviews of policies and procedures. Meets with appropriate staff and recommend revisions to policy and procedures manuals as needed to comply with the Commission on Accreditation for Law Enforcement Agencies (CALEA) standards.
- Identifies and verifies compliance with established applicable communication center standards, recommending corrections for any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures Jeffcom remains in compliance; stays abreast of all aspects of the accreditation process to include proposed changes or amendments to the standards, and assesses the impact of changes on current policies and procedures.
- Develops, writes, revises, and manages Jeffcom's catalog of policies and forms to meet accreditation standards. Maintains accreditation files.
- Collects and analyzes data for preparation of conclusions and recommendations in support of CALEA requirements. Educates staff about analysis and report preparation of data.
- Provides training and various types of presentations to personnel to ensure implementation and compliance with required standards.
- Trains new personnel on CALEA standards and use of Power DMS software.
- Participates in the Rocky Mountain Accreditation Network to foster liaisons with other agencies.
- Maintain confidentiality of all information regarded as confidential under Jeffcom policy and/or applicable law.
- Complete job-related trainings, certifications, and continuing education to sharpen and expand technical skills and knowledge as assigned and required.
- Work cooperatively in a team environment, always promoting a positive, professional image of Jeffcom.
- Demonstrate knowledge of, and comply with, all Jeffcom rules, policies and procedures.
- Work in excess of 40 hours in a work week, including evenings, holidays, and weekends, as needed.
- Perform any additional duties as assigned.

Minimum Education, Experience, License and Certification Requirements:

- High school diploma or equivalent. Advanced education or training related specific to field preferred. Two years of college-level course work preferred.
- Minimum of 3 years' experience in a related field preferred.
- Ability to obtain CCIC/NCIC certification within six (6) months of hire. This includes being able to pass a background check. Ability to remain drug and alcohol free; marijuana use is not allowed, even if medically prescribed.

- Possess and maintain a valid Colorado driver's license and acceptable driving record.

Required Knowledge, Skills and Abilities:

- Ability to work under general supervision and instruction according to established practices and Jeffcom policies and procedures.
- Ability to develop and maintain cooperative and professional relationships with employees and all levels of management to include representatives from other departments and organizations.
- Ability to learn and apply knowledge of communication center accreditation standards including management philosophies and operations and related familiarity with state, federal and other local agencies and organizations. Knowledge of public administration philosophies and concepts.
- Outstanding customer service and interpersonal communication skills are required. Exceptional organizational skills and attention to detail are required. Ability to be flexible, innovative, and to work independently.
- Knowledge, comprehension and application of diversity awareness and an active commitment to ensure equality.
- Knowledge of professional standards relating to public safety communications as well as those standards for emergency response agencies that are relevant to Jeffcom operations.
- Proficiency with office procedures and equipment, including computers and applicable software, such as MS Office (Word, Excel, Outlook, PowerPoint), software related to law enforcement fire, and emergency medical services, and other office software.
- Knowledge of applicable federal, state and local laws, codes and regulations relevant to emergency communications for law enforcement, fire, and emergency medical services.
- Knowledge of occupational hazards and standard safety practices.
- Ability to communicate effectively and to prioritize multiple tasks.
- Ability to read, write, speak and understand the English language at a level adequate to perform the duties of the position.
- Ability to travel periodically for conferences.

Physical Demands:

Lifting and Carrying:

Position requires ability to frequently lift/move objects of up to 10 pounds in weight, and occasionally lift/move objects of up to 25 pounds in weight.

Body Positions:

This position will involve sedentary, administrative work in an office environment. This position requires ability to sit for extended periods, and frequent pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motions. Standing, walking, kneeling, stooping, bending, lifting, and squatting also will be required as necessary to perform the duties of the position.

Vision and Hearing:

Use of sensory activities, such as talking, seeing, and hearing, will be required frequently. Position requires close vision and the ability to adjust focus.

Mental Requirements:

Information Retention:

Must be able to read, remember and use policies, procedures, criminal laws and ordinances that apply to the position.

Language Ability:

Must be able to speak English clearly and concisely to communicate with callers, emergency responders, and co-workers.

Reasoning:

Ability to apply common sense understanding to carry out instructions furnished in written or oral form and to solve problems with good judgment and decision-making skills.

Work Environment and General Information:

Work is in a restricted access area, typical office environment with other staff speaking on phones and radios in an adjacent communications center. Contact with other public jurisdictions and members of private industry. Contact with employees in work unit and in other departments. Work under general supervision with supervisor available to resolve unusual or complex work problems.


ADA Compliance Statement:

The human resources goal of Jeffcom is to select and retain the best qualified applicant for each available job. An applicant's or employee's disability will not remove the application from consideration or current employee from his/her job if the applicant or employee is able to perform the essential functions of the job with or without reasonable accommodation unless such accommodation will result in undue hardship for Jeffcom or pose a safety risk to the applicant, employee, or others.

Jeffcom complies with the American with Disabilities Act. If you require special accommodation in order to apply for this position, please contact the Human Resources.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.


Executive Director 1-26-2021
Date


Human Resources 1/26/2021
Date

Employee Acknowledgment

I have read this job description (or had it read to me) and fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department, and if so I will be required to perform such additional duties and responsibilities. If I have questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or the HR Manager.

Employee Signature

Print Name

Date