



## **NOTICE OF VACANCY**

### **Director of Law Enforcement Training Academy (LETA)**

**REPORTS TO:** Vice President of Student Services

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Director of Law Enforcement Training Academy (LETA) will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

More specifically, the Director Law Enforcement Training Academy (LETA) directs training programs and training staff for the purpose of meeting state requirements on training standards for the Academy and law enforcement agencies. This includes all accreditations, curriculum and policies pertinent to law enforcement training. The LETA Director plans, conducts, and implements testing and in-service training for the academy.

More specifically, the Director of LETA is responsible for the following:

### **DUTIES AND RESPONSIBILITIES**

- Ensure the maintenance of all training academy and departmental training records
- Direct daily operations of the Training Academy
- Develop, implement and enforce policies for the operation of the Training Academy
- Prepare monthly and/or annual reports summarizing division operations and activities
- Assist in the preparation and administration of the budget for the Training Academy
- Meet and communicate with departmental staff on procedures and update as needed
- Enforce the policies of MDCC and MS POST
- Write reports that are legible, concise, and accurate
- Articulate, clearly and accurately, events and recollected facts for presentation in any proceedings
- Perform other duties as assigned

### **MANDATORY QUALIFICATIONS**

- All requirements of a Law Enforcement Officer including possession of a State of Mississippi Law Enforcement Professional Certification (preferred).
- Possess current BLEOST Professional Instructor Certification and have a minimum of two years as a Mississippi State Certified Instructor at an accredited academy
- Considerable knowledge of law enforcement training principles and management of the training function
- Must have a working knowledge of state mandated training requirements and standards.
- Must be able to exercise ethics and maintain confidentiality.

### **PREFERRED QUALIFICATIONS**

- Bachelor's degree in Criminal Justice or related field from an accredited college or university.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.*

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.
- Have an advanced understanding of Mississippi laws
- Successful experience managing complex budgets

## **PHYSICAL DEMANDS**

The physical demands 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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings/nights and weekends.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a Part-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

## **SALARY**

The salary will commensurate with education and experience.

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.*

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website,

<https://msdelta.formstack.com/forms/applicationforemployment>.

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

### **DEADLINE**

**Internal/External – February 14, 2026 at 5:00 P.M.**