



NOTICE OF VACANCY

Law Enforcement Training Academy(LETA) Training Officer

REPORTS TO: Director of LETA

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 population and inclusive environment brings to a community college. The successful LETA Training Officer will be an equity-minded individual committed to successfully fulfilling the institution's mission.

The LETA Training Officer is responsible for conducting and maintaining academic and practical training. LETA Training Officer also conducts and assists with training for surrounding agencies. The LETA Training Officer must be willing to work with, train and be a role model for sworn officers and trainees of every race, gender, age, and religion. The LETA Training Officer must be able to maintain a high level of physical fitness, motivation, professionalism, and law enforcement education. The LETA training officer will be required to work a very flexible schedule that will occasionally include nights. It will be required that the training officer attend instructor level training courses which in some cases will require travel to and residing at the location where the training is being held. It is important for the applicants to understand that the position of training officer demands strict dedication and commitment to the Academy and ultimately, the goal of rendering the highest quality training possible.

More specifically, the LETA Training Officer is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assurance that quarters, equipment, supplies, and material assigned to his command are correctly used and maintained.
- Attend LawFit class to obtain and maintain physical fitness program.
- Conduct objective work appraisals of academy cadets on a prescribed basis, counsel and if necessary, discipline cadets in accordance with current policy.
- Contribute to a positive work environment by adhering to and carrying out the Academy's performance and conduct expectations.
- Coordinate meetings, calendars, and resolve conflicting demands.
- Coordinate teaching materials for distribution to cadets.
- Encourage and support cadets to include positive feedback whenever possible.
- Follow all safety rules and procedures.
- Initiation of proper action, in situations not regularly assigned to his/her command, when delay might result in failure to perform a police duty.
- Keep complete and accurate information of LETA recruits including room assignments, medical forms and emergency contact information.
- Maintain all archives, which include rosters, schedules and awards.

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 nondiscrimination policies: Dr. Steven Jones, Vice President of Administrative and Student Services, Stauffer-Wood Administration Building, Suite 119, Office 123, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

- Maintain and order office supplies and equipment.
- Maintain cadet's schedules, calendars, and related organizational processes.
- Maintain confidentiality.
- Make critical decisions on crises that may arise requiring immediate attention.
- Possess and demonstrate knowledge of pertinent case law and statutory law.
- Must develop and maintain positive and cooperative working relationships with supervisors, coworkers, civilians, other organizations, and the general public.
- Plan and organize workloads and staff assignments.
- Promote the goals and missions of MDCC LETA.
- Providing for continuation of command and/or supervision in his/her absence.
- Recommend needed equipment, staffing, and/or programs.
- Respond to inquiries/complaints by maintaining a track record of all meetings and assure proper representation by cadets is present.
- Schedule appointments, meetings, and locations.
- Supervise cadets and control his/her command to assure to proper performance of duties and adherence to established rules, regulations, policies and procedures.
- Train, motivate, review work, evaluate performance, and take corrective action as needed.
- Perform other duties as assigned by the Director of MDCC LETA and by the Vice President of Administrative and Student Services.

MANDATORY QUALIFICATIONS

- Applicant must have 10 years minimum of continuous full-time law enforcement experience
- Applicant must be an EVOC Instructor
- Applicant must be a Firearms Instructor
- Applicant must be a SSGT Instructor

KNOWLEDGE, SKILLS, ABILITIES, AND WORK CHARACTERISTICS

- 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.
- Demonstrated effective use of technology.

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- 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.
- 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 requires travel and may require working some evenings 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 full-time, 12-month, Exempt, Non-Teaching Professionals (NP) position.

SALARY

The salary will commensurate with education and experience.

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

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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 or via postal mail to:

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

"Mississippi Delta Community College does not sponsor work visas. Any appointment made will be contingent on the selected applicant being able to provide documentation of eligibility to work in the United States."

DEADLINE

Internal/External – May 14, 2024 at 5:00 P.M.

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