MANAGEMENT CLASSIFICATION

Deputy Director of Operations

Status:	Exempt	**Pay Range:**	O5 ($86,261 - $124,216)
Department:	Office of the Deputy Director		
Reports To:	Director		
Supervises:	Operations Staff		
Works With:	All NEMRT staff, Lauterbach & Amen, Lexipol, Auditor and Auditor's staff		
Outside Contacts:	Chiefs, Sheriffs, Department Training Officers, NEMRT Instructors, ILETSB Staff, Mobile Team Units, Training Institutions, and Vendors		

JOB PURPOSE:

As the Deputy Director of Operations, this individual must direct, organize, and manage all operational activities of North East Multi-Regional Training.

The primary focus of this position is the selection, delivery, and evaluation of basic and in-service training programs and adjunct faculty in fulfillment of the approved Fiscal Year's Training Plan and ASSIST Grant.

Serves as a member of the NEMRT Emergency Team along with the Director, and other appointed staff. The team assists in fire and other emergencies by carrying out assigned duties.

Work is reviewed through conferences, oral reports, and written reports with the Director. The Deputy Director provides executive and managerial level assistance to the Director.

ESSENTIAL FUNCTIONS OF POSITION:

- Assists the Director in administering the affairs and activities of the organization as needed
- Provides assistance to the Director to effectively coordinate and support the affairs and activities of the organization
- Prepares a written report for submission to the Training and Curriculum Committee, Advisory Board, ILETSB and member departments regarding the training needs analysis
- Develops an Annual Training Plan that addresses the needs of member agencies for inclusion within NEMRT's Annual Budget
- Serves as a NEMRT liaison to regional Chiefs Associations and other applicable organizations through membership and attendance at monthly meetings.
- Oversees the Police Training Specialist cadre to ensure a 30% annual course review rate.
- Selects adjunct faculty from existing pool of instructors, negotiates instructor contracts, and ensures that contracts are prepared for signature by instructors and the Director
- Determines location of training programs and selection of host departments based upon data from the Training Needs Analysis, specific course requirements, historic distribution, membership requests and general

experience

- Determines need for new, specialized and advanced courses for the membership, drawing from personal experience, needs analysis reports, law enforcement and training trends, adult education, and other input from outside sources
- Supervises development of new, specialized and advanced courses for member agency personnel
- Reviews course curriculum, learning and performance objectives, lesson plans, and outlines for improvement. Recommends and assigns large-scale revisions to the Curriculum Coordinator and the Special Projects Manager.
- Supervises, and coordinates delivery of training programs by ensuring proper communication with and among training facilities, adjunct faculty and operations staff
- Reviews and evaluates course evaluations, implementing changes as necessary to ensure NEMRT programs deliver valuable training experiences
- Provides guidance to the Curriculum Coordinator and the Special Projects Manager in the recruitment and training of new instructors as needed
- Supervises NEMRT Operations staff to ensure organizational goals are met
- Recommends personnel action, completes personnel performance evaluations, and maintains strong employee relations by explaining and enforcing organizational policy, rules, and regulations
- Actively works with North East Multi-Regional Training staff in small group problem solving meetings, generating new ideas and assisting in the development of a strategic plan and a business plan.
- Prepares Operations Procedures for the NEMRT Policy and Procedure Manual
- Supports all applicable safety policies and procedures
- Performs other related duties as requested by the Director

REQUIREMENTS OF POSITION:

Graduation from an accredited four-year college or university with major course work in public administration, criminal justice administration, business, secondary education, or a related field, and several years of experience in one of the above fields. Or, any equivalent combination of training, education,
and experience which provides the following skills, knowledge, and abilities:

- Considerable knowledge of the criminal justice system, including the component organizations, their function and operations
- Considerable knowledge of the principles and techniques involved in providing specialized law enforcement training program
- Thorough knowledge of the principles of adult education, in-service training, course preparation, and curriculum development
- Thorough knowledge of the principles of computer network operations, software programming, and hardware troubleshooting
- Skill in planning, organization, and directing professional and technical staff in the performance of their duties
- The ability to establish and maintain effective working relationships with governmental agencies and their representatives

And must have or be able to meet the following additional requirements:

- Thorough knowledge of business English, grammar, spelling and mathematics and the ability to communicate effectively in English in both written and verbal form
- The ability to lift and carry audio/visual equipment and other items weighing forty to fifty pounds
- Maintain a valid and proper class of Driver's License.