

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: COORDINATOR - CRIMINAL JUSTICE/PUBLIC SERVICE

PAY GRADE: P-4

OVERTIME STATUS: EXEMPT

#### MAJOR RESPONSIBILITY:

With minimal supervision, provide program management and administrative assistance to the Dean, Criminal Justice/Public Service.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

#### PREREQUISITES FOR POSITION (Qualification Standards):

1. Education or training: Bachelor's degree in criminal justice, management, or related field required. Certified or certifiable as an instructor by Florida Criminal Justice Standards and Training Commission.
2. Years of experience in field: Three years' experience in criminal justice required.
3. Special skills or abilities related to position: Demonstrated ability to work with people. Proficiency in verbal and written communication skills. Self-starter, able to initiate and follow through on programs and projects. Ability to organize, implement and evaluate programs. Possess word processing skills.

#### ESSENTIAL JOB FUNCTIONS:

1. Assist in the development, supervision, coordination, expansion, and evaluation of a particular program or project and its personnel.
2. Perform teaching duties on a part time basis.
3. Keep abreast of needs for courses in the region and make recommendations to the dean.
4. Assist in the selection of persons to teach courses, provide documentation as to their eligibility to teach.
5. Monitor classes or seminars to ascertain effectiveness of instruction.
6. Maintain a continuous inventory of available instructional personnel.

ESSENTIAL JOB FUNCTIONS (Continued):

7. Maintain records of office and class schedules for adjunct instructors.
8. Provide assistance during registration periods for Criminal Justice Institute courses.
9. Assist in formulation, presentation and implementation of the Regional Training Council budget.
10. Provide documentation for trust fund audits.
11. Facilitate proper procedures for pre-application forms and documentation. Maintain and update eligibility list.
12. Develop and maintain files on all students in recruit-level schools.
13. Maintain, update, and handle all Criminal Justice Standards and Training Commission instructor certification files, as well as college instructor applications.
14. Maintain, update, and handle all Criminal Justice Institute payroll information.
15. Keep current with rules, procedures, and programmatic changes of the council and the commission.
16. Determine the advanced training needs for criminal justice agencies and direct the scheduling and implementation of such courses.
17. Prepare contracts for trust funded criminal justice courses and insure that appropriate copies of contracts, instructor qualifications, and course lesson materials are maintained on file.
18. Insure that record of criminal justice and advanced training courses are maintained and updated.
19. Negotiate and arrange for criminal justice classes from specialized vendors.
20. Counsel students.
21. Coordinate curriculum and test development for all criminal justice training.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related marginal duties as required.)

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.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Ocala Campus

SUPERVISOR OF POSITION: Dean of Criminal Justice/Public Service