

MAJOR FUNCTION

This is responsible professional and technical work instructing Tallahassee Police Department employees in the use and operation of the department's public safety computer equipment and associated software applications. Work is performed under the supervision of the Manager-Police Information Services. The employee exercises considerable latitude relative to specific training methods and techniques. The work is reviewed through observation, conferences and written reports for achievement of desired results.

ESSENTIAL AND OTHER IMPORTANT DUTIES**Essential Duties**

Conducts classroom and on-site training for supervisory, technical and non-technical personnel in the use and operation of the Tallahassee Police Department's public safety information management systems equipment and software applications. Develops lesson plans, visual aids, training guides, and individual training objectives, as necessary, to achieve overall departmental training goals. Creates training schedules, maintains training report records and logs and updates records of each employee's training progress. Coordinates with the department's training unit for scheduling and notification of class rosters for official training files. Provides training and instruction on mobile data computer equipment use and maintenance procedures. Conducts on-site update and remedial training for officers as necessary. Maintains training classroom and equipment, including mobile data computer and microcomputer hardware diagnostics and maintenance equipment and supplies. Performs related work as required.

Other Important Duties

Maintains contact with the City's information technology staff, vendors, industry consultants and other agencies and organizations to evaluate and incorporate updated training programs and technology. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles, practices, and techniques affecting adult and group learning. Considerable knowledge of microcomputer software and hardware technology. Considerable knowledge of various learning aids. Ability to instruct effectively and develop, plan, implement and administer technical and complex training programs of high quality. Ability to communicate effectively, orally and in writing. Ability to maintain records and prepare necessary reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to stand for extended periods of time. Skilled in the use microcomputers, peripherals and a variety of associated programs and applications. Skill in the use of teaching aids and equipment designed to maximize adult and group learning.

Minimum Training and Experience

Possession of a bachelor's degree and two years of professional experience teaching, providing help-desk or on-site assistance in the use of application software and microcomputer hardware; or an equivalent combination of training and experience. A bachelor's degree in computer science, information management technology or a related field will substitute for one year of the above required experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Note: Employees in this job class will most likely be required to routinely work irregular/additional hours.

Established: 01-22-01
01-15-10*