



NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

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JOB ANNOUNCEMENT

BASIC TRAINING MANAGER

Position Grade: 17

FLSA: Exempt

The Northern Virginia Criminal Justice Training Academy (NVCJTA) is seeking a highly motivated and engaged professional to lead the Basic Training Program. The NVCJTA provides basic training for recruits representing sixteen police and sheriff agencies.

MINIMUM TRAINING AND EXPERIENCE:

A bachelor's degree in criminal justice, education, business administration, or closely related field; supplemented by twelve (12) years previous experience and/or training in law enforcement, including five (5) years supervising, managing, and leading first line supervisory personnel; or an equivalent combination of education, training, and experience.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the methods, procedures, and policies of the Northern Virginia Criminal Justice Training Academy regarding basic recruit training.
- Knowledge of the delivery and administration of Virginia Department of Criminal Justice Services (DCJS) standards pertaining to law enforcement training.
- Knowledge of instruction techniques, preferably in a police academy or a comparable setting.
- Ability to guide, lead, and inspire the professional development of the Basic Training workforce, including its first line supervisory staff.
- Ability to develop and administer a budget, including records maintenance.
- Ability to establish and maintain cooperative and effective relationships with member

agency personnel, other Academy staff, and Virginia Department of Criminal Justice Services staff.

- Ability to effectively supervise and evaluate performance of staff.
- Ability to exercise analytical judgment in areas of responsibility.
- Ability to identify issues or situations as they occur and specify decision objectives or assist in identification of alternative solutions to issues or situations.
- Ability to implement decisions in accordance with prescribed policies and procedures with a minimum of errors. Seek experienced advisement where appropriate, and research issues, situations, and alternatives prior to exercising judgment.
- Ability to plan, coordinate and utilize information effectively in a manner to improve activities and production.
- Possess and practice a comprehensive understanding of the principles of effective leadership, as well as the application of such principles to functions under charge.
- Ability to exercise positivity and enthusiasm while guiding others toward achievement of goals and objectives.
- Ability to create and maintain complex scheduling models involving numerous entities and components.
- Ability to interface with internal and external partners using effective and professional written and oral communication skills.

GENERAL DESCRIPTION OF DUTIES

- Manages the Basic Training programs and classes to include course development, scheduling, presentation, and assessment; plans, directs and evaluates program activity to achieve maximum operational effectiveness.
- Prepares written reports, memos, and letters; reviews written reports submitted by subordinates; prepares Basic Training budget requests.
- Meets with Executive Director, Deputy Director(s), fellow NVCJTA managers and staff.
- Conducts and participates in staff meetings, and planning/after-action briefings.
- Supervises, manages, and leads Basic Training supervisory staff through direct communication, briefings, and written correspondence. Counsels and commends when appropriate; takes prudent disciplinary action; schedules daily activities of subordinates; evaluates the performance of subordinates; conducts internal investigations; participates in

the staff selection process for instructors and other employees.

- Reviews written documentation for structure, clarity, accuracy of content.
- Monitors budget expenditures.
- Enforces NVCJTA rules and regulations.
- Reviews lesson plans.
- Conducts internal audits, inspections, assessments, and evaluations of the Basic Training program to ensure compliance with expectations and mandates of the Department of Criminal Justice Services (DCJS), the Commission on Accreditation for Law Enforcement Agencies (CALEA) and the NVCJTA.
- Prepares registration letters, reviews registration forms, prepares rosters, and updates directives and memorandums.
- Coordinates the graduation activities of Basic Deputy and Basic Law Enforcement Schools.
- Serves as the direct point of contact to member agency staff regarding personnel matters and performance of recruits and instructors.

SPECIAL REQUIREMENTS

Certified as an Instructor by the Virginia Department of Criminal Justice Services.

Possession of a valid driver's license.

Successful candidates must pass a background investigation and complete a one-year probationary period.

SALARY AND BENEFITS

The starting salary range for the position is \$79,818 to \$133,030 based on qualifications. Position offers an extensive benefits package including comprehensive life and health insurance, vacation and sick leave accrual, and retirement plans.

The Academy typically operates on a four-day work week schedule, Tuesday through Friday, 6:00 AM through 4:30 PM

All Academy buildings and training facilities are smoke free.

TO APPLY

Resumes and cover letters may be submitted by e-mail

Email address: jobs@nvcja.org

Mailing address: Northern Virginia Criminal Justice Training Academy
45299 Research Place
Ashburn, VA. 20147-2600
Attn: Mr. Jeff Mees

Closing Date: Open till filled

REASONABLE ACCOMODATION

Applicants with disabilities may request reasonable accommodation during the selection process. This request should be made in a timely manner to the NVCJTA and may include an alternate format application or other accommodation at the mutual agreement of the Academy and applicants.

AN EQUAL OPPORTUNITY EMPLOYER

The Northern Virginia Criminal Justice Training Academy does not discriminate in employment on the basis of race, color, religion, sex, national origin, age, disability, or genetic information, veteran status, political affiliation, sexual orientation, or gender identity.