



NORTHERN VIRGINIA CRIMINAL JUSTICE TRAINING ACADEMY

45299 Research Place • Ashburn, Virginia 20147-2600
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JOB ANNOUNCEMENT

IT / VIDEO PRODUCTION TECHNICIAN

FLSA: Non-Exempt

The Northern Virginia Criminal Justice Training Academy (NVCJTA) provides basic and in-service training to law enforcement officers representing seventeen police and sheriff's agencies in the Northern Virginia area. The NVCJTA utilizes Google Classroom to support the basic recruit training program, produces in-house training & recruit action videos, and utilizes Microsoft Office365 Suite for staff business purposes.

The NVCJTA is seeking a highly motivated and engaged professional to provide instructional technology assistance to the Basic Training Staff, assist Administrative Staff with technology projects and assist with the development of training and recruit action videos.

GENERAL DESCRIPTION OF POSITION

Under general supervision, the incumbent will provide comprehensive planning, coaching, and instructional support to Basic Training Instructors with the integration of technology, specifically through the administration and maintenance of the Academy Google Classroom account. This includes inventory and distribution of recruit student Chromebooks (or similar) and guidance and assistance to instructors. The incumbent will assist Academy administrators and staff with a variety of technology projects utilizing various industry-specific software and Office365 Suite products. The incumbent assists staff with the development and delivery of videos and photos utilizing Adobe Video & Photo Editing Suite, and Black Magic editing software. The incumbent develops content for and maintains the Academy website.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to manage and support Google Classroom software and users.
- Ability to administer the Google master classroom for each session to include recruit accounts, password maintenance, file organization and loading of instructional and resource material.
- Ability to train instructors and recruits using Google Classroom, to include setting up classes and groups, development of assignments, tests, quizzes, and reports.
- Ability to maintain inventory of assigned hardware and troubleshoot issues.

- Knowledge of Microsoft Technologies to include Microsoft Office 365, OneDrive, SharePoint, Teams and Azure.
- Knowledge of video & photo editing software.
- Ability to utilize technology to optimize business processes and end user experience.
- Ability to execute projects, establish priorities, plan and schedule work assignments and projects.
- Understanding of adult learning practices.
- Ability to communicate effectively, both orally and in writing.
- Ability to maintain Academy website.

GENERAL DESCRIPTION OF DUTIES

- Analyze requirements, research, purchase, implement, and test, deploy and maintain hardware and software programs.
- Assesses the instructional value of, promotes, and uses existing technologies to support teaching and learning.
- Collaborates with, trains, and provides technical guidance to instructional staff with the integration of technology to support instruction and innovation.
- Uses best practices with the development of content for face-to-face or online learning opportunities.
- Administer the Google Classroom account. Maintain inventory, set-up and distribution of Chromebooks.
- Utilizes Adobe video & photo editing suite, and Black Magic editing software to edit and produce digital media.
- Maintain digital presentation equipment in classroom and conference rooms. Provide user training to instructors and staff.
- Administrator of Academy website.
- Consult with, provide training and technical guidance to staff to maximize use of business productivity software.
- Assists and collaborates with the Operations Manager with maintenance and upgrades of computers, printers, and related hardware.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Bachelor's degree plus two years of experience providing technology- based instruction on computer business and/or educational software applications (e.g., word processing, spreadsheet, database management, desktop publishing/graphics) in a community or educational based setting.

PREFERRED QUALIFICATION:

A+, Net+, Security+, Office 365 (Office Suite, Teams, OneDrive, SharePoint, Azure), Google certifications.

LICENSURES/CERTIFICATION:

Must possess and maintain a valid Driver's License from state/district of residence.

NECESSARY SPECIAL REQUIREMENTS

Must successfully complete a character background investigation, must be able to perform essential job functions (reasonable accommodation may be made on a case-by-case basis); must have never committed, been involved in, or been convicted of, a felony or serious misdemeanor, must be of good character and reputation.

SALARY AND BENEFITS

The starting salary for the position is up to \$75,174 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 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 mail or e-mail and will be accepted until 4:00 PM on JULY 9, 2021.

Email address: jobs@nvcja.org

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

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 applicant.

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.