



CITY OF CASSELBERRY
 Human Resources Department
 95 Triplet Lake Drive
 Casselberry, FL 32707

<http://www.casselberry.org>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Accreditation and Grants Coordinator**

Equal Opportunity Employer, Drug-free workplace, Veterans Preference Provided

SALARY:

Hourly
 \$21.25 - \$31.87

Annually
 \$44,196.00 - \$66,294.00

OPENING DATE: 10/15/20

CLOSING DATE: 11/08/20 11:59 PM

GENERAL DESCRIPTION:

Under the general direction of the Support Services Captain, the position of Accreditation and Grants Coordinator is a highly responsible, professional position that coordinates, oversees, and plans the police department's grants and the department's adherence to the standards set forth by the Commission for Florida Law Enforcement Accreditation (CFA). The Accreditation and Grants Coordinator organizes work, sets priorities, makes assignments, enforces deadlines, and makes decisions based on analytical and innovative thinking within established guidelines. Must demonstrate a high degree of accuracy and be detail oriented. Work is performed under general supervision with considerable latitude for sound, independent judgment. In addition, this position is responsible for providing administrative support to the police department in the development of policies, grant application and management.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1.0 Accreditation Coordinator (50%)

- 1.1 Performs a variety of complex administrative and professional assistance work in planning, coordinating and managing the maintenance and adherence to the department's accreditation through CFA.
- 1.2 Organize, prioritize, and assign tasks to other department members.
- 1.3 Enforce work deadlines as they apply to accreditation requirements.
- 1.4 Responsible for maintaining all files and data entry for compliance with the accreditation process.
- 1.5 Provides advice, support and assistance by interpreting policies and procedures.
- 1.6 Department's primary developer of new policies and the update and revisions of current policies.
- 1.7 Reviews all new and revised policies to ensure compliance with CFA standards and best practices.
- 1.8 Keeps informed about changes in CFA standards and current laws. Recommends policy adjustments as needed.
- 1.9 Directs on-site inspection of compliance with CFA.
- 1.10 Ensures all annual and/or time sensitive reviews, reports, audits, and inventories are completed as required by CFA.
- 1.11 Prepares and submits annual agency reports to CFA.
- 1.12 Coordinates audits of department equipment.
- 1.13 Acts as a liaison between the department, outside agencies, CFA, and FLA-PAC.
- 1.14 Attends conferences and meetings to keep informed of current trends in CFA standards.

2.0 Grants Coordinator (30%)

- 2.1 Managing and supporting the grants requirement and implementation for the department.
- 2.2 Identify and develop strategies to optimize the grants administration process.
- 2.3 Perform relevant research to identify available grant opportunities.
- 2.4 Gather and/or draft supporting information and data to prepare applications for funding from local, state and federal departments.
- 2.5 Develop commission agenda items.
- 2.6 Prepare grants' agreements and ensure required documentation completion as per the agreement and ensure diligent follow-up on grant reports.
- 2.7 Oversee if the grants are implemented according to the operational and financial needs of the department.
- 2.8 Keep the relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- 2.9 Oversee the job of invoicing, accounting, reporting, and other administrative functions to ensure successful execution of grant process.
- 2.10 Provide detailed quarterly reports to the grant funders with respect to the department's progress.
- 2.11 Monitor paperwork and other related documents connected with grant-funded programs.
- 2.12 Maintain records of all payments and receivables and prepare monthly records for all grant related activities.

3.0 Additional Duties and Responsibilities (18%)

- 3.1 Performs all duties and responsibilities in a manner consistent with the core values of the City, and consistent with City and department policies.
- 3.2 Serves as a liaison with the department chaplains and volunteers.
- 3.3 Accounts for the schedules, training, records, etc. of the department chaplains and volunteers. Follows safe working practices and has a working knowledge of safety practices and procedures.
- 3.4 Participates in department meetings, staff meetings and other related activities.
- 3.5 Maintains, preserves, retains and disposes of public records pursuant to F.S.S. Chapter 119.
- 3.6 Performs special projects and other assignments as directed.

4.0 Emergency Management Role. (2%)

- 4.1 Participates as a member of the department staff as required to act in the event of an emergency.
- 4.2 Represents the City in the Seminole County Emergency Operations Center EOC.

TYPICAL QUALIFICATIONS:**Education and Training:**

- Associates degree in police sciences, law enforcement, criminal justice administration, public administration, records management, or a closely related field preferred but not required.
- CFA's Managing the Accreditation Process course required or must be able to obtain within a timeframe as directed by the Chief of Police.

Experience:

- A minimum of five (5) years' experience in Accreditation Process Management or related field is required.
- Work experience with federal, state and local grant management is preferred.
- Work experience in law enforcement or criminal justice system preferred.
- A thorough knowledge of the organization, operations of governing laws and regulations of the City.
- A thorough knowledge of modern business English, business practices, methods, procedures and equipment.
- Typing, transcribing, proofreading and general office skills required

Licenses, Certifications or Registrations: Must possess and maintain a valid Florida Driver's license.

Security Clearance: Florida Department of Law Enforcement level background clearance.

Knowledge, Skills and Abilities

- Working knowledge of CEA standards and accreditation process.
- Working knowledge PowerDMS software programs, as well as Microsoft Office applications
- Working knowledge of Florida State Statutes, law enforcement principles, procedures, techniques, and equipment.
- Ability to understand and interpret rules, regulations, and policies
- Ability to multi-task and work under minimum supervision.
- Ability to exercise sound judgment in evaluation situations and in making decisions.
- Ability to understand and follow verbal and written instructions and procedures.
- Ability to communicate and articulate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships
- Ability to follow and give verbal and written instruction.
- Working knowledge of various office equipment, including computer, copier, fax machine, multi-line telephone, etc.
- Word processing, typing and filing skills are necessary.
- Ability to use proper spelling, punctuation, grammar, arithmetic, and business English.
- Skill in proof-reading documents and making appropriate corrections.
- Ability to learn and apply technical terminology and information.

SUPPLEMENTAL INFORMATION:**Hiring Process Schedule:**

Position Opens:	October 15, 2020
Online Applications Due:	November 08, 2020 at 11:59 pm
Application Packet Due:	November 15, 2020 at 11:59 pm
Video Oral Board Review:	November 28-30, 2020

NOTE: Dates and times are subject to change

APPLICATIONS MUST BE SUBMITTED ONLINE AT: <http://www.casselberry.org>

Accreditation and Grants Coordinator Supplemental Questionnaire

- * 1. Accreditation and Grant Coordinator Applicant, the following questions are going to give the Casselberry Police Department an overview of you, your background, and determine if you meet the minimum standards for employment. EACH and EVERY question must be answered. If the question does not apply to you, select NO or N/A (Not Applicable). DO NOT leave it blank. If you do not understand the question, please do not submit your application at this time. Contact the Casselberry Recruiting Section first. Do you understand these instructions?
- Yes No
- * 2. If you have education beyond a high school diploma or GED, select the option below that best describes your highest level of advanced education achieved.
- None
 Some Technical College
 Technical College
 Certificate
 Some College
 AA/AS Degree
 BA/BS Degree
 Masters Degree
- * 3. Your current skill level with Microsoft Office Suite, ie: Word, Excel, PowerPoint, Publisher & Outlook:
- None
 Level I - Basic

- Level II - Intermediate
 - Level III - Advanced
- * 4. Your current skill level with Power DMS
- None
 - Level I – Basic
 - Level II – Intermediate
 - Level III – Advanced
- * 5. Please indicate any of the following law enforcement related jobs/positions that you are/have been employed as. (Check all that apply)?
- None
 - Assistant Accreditation Manager
 - Accreditation Manager
 - Assistant Grant Manager
 - Grant Manager
 - Clerical/Records Staff
 - Clerical/Records Supervisor
 - Law Enforcement Dispatcher
 - Law Enforcement Officer
 - Corrections Officer
- * 6. Please identify the accreditation element(s) you have worked with. (Check all that apply)
- None
 - ACA (American Correctional Association)
 - CALEA (Commission on Accreditation for Law Enforcement Agencies)
 - CFA (Commission for Florida Law Enforcement Accreditation)
 - FCAC (Florida Corrections Accreditation Commission)
 - FLA-TAC (Florida Telecommunications Accreditation Commission)
 - NCCCHC (National Commission on Correctional Health Care)
 - Other
- * 7. Which of the following most closely describes your experience as an Assistant Accreditation Manager?
- None
 - N/A. I am Lead/Senior Accreditation Manager
 - Less than 1 years experience
 - 1-3 years experience
 - 4-6 years experience
 - 7-10 years experience
 - 11-15 years experience
 - 16-20 years experience
 - More than 20 years experience
- * 8. As an Assistant Accreditation Manager, how many assessments have you help develop through to the on-site inspection?
- None
 - N/A. I am Lead/Senior Accreditation Manager
 - Actively assisting with my first
 - 1
 - 2
 - 3
 - More than 3
- * 9. Which of the following most closely describes your experience as an Accreditation Manager?
- None
 - N/A, I am an Assistant Accreditation Manager
 - Less than 1 years experience
 - 1-3 years experience

- 4-6 years experience
 - 7-10 years experience
 - 11-15 years experience
 - 16-20 years experience
 - More than 20 years experience
- * 10. As the Accreditation Manager, how many assessments have you developed through to the on-site inspection?
- None
 - N/A, I am an Assistant Accreditation Manager
 - Actively developing my first
 - 1
 - 2
 - 3
 - More than 3
- * 11. Which of the following most closely describes your experience as an Accreditation Mock or On-site Assessor?
- No experience
 - 1-3 assessments
 - 4-6 assessments
 - 7-10 assessments
 - More than 10 assessments
- * 12. If you have experience as a Mock or On-site Assessor, what best describes your experience as an Assessment Team Leader?
- N/A or None
 - 1-3 Assessments
 - 4-6 Assessments
 - 7-10 Assessments
 - More than 10 Assessments
- * 13. Are you a Certified Accreditation Professional
- No
 - Yes
 - I was but my certification has lapsed
- * 14. Which of the following most closely describes your experience as an Assistant Grant Manager
- None
 - N/A, I am a Lead/Senior Grants Manager
 - Less than 1 years experience
 - 1-3 years experience
 - 4-6 years experience
 - 7-10 years experience
 - 11-15 years experience
 - 16-20 years experience
 - More than 20 years experience
- * 15. As an Assistant Grant Manager, how many grants have you help develop and manage?
- None
 - N/A, I am a Lead/Senior Grants Manager
 - Assisting with my first grant
 - 1-3 Grants
 - 4-6 Grants
 - 7-10 Grants
 - More than 10 Grants
- * 16. Which of the following most closely describes your experience as a Grant Manager?
- None

- N/A, I am an Assistant Grant Manager
 - Less than 1 years experience
 - 1-3 years experience
 - 4-6 years experience
 - 7-10 years experience
 - 11-15 years experience
 - 16-20 years experience
 - More than 20 years experience
- * 17. As a Grants Manager, how many grants have you help develop and managed?
- None
 - N/A, I am an Assistant Grant Manager
 - Managing my first grant
 - 1-3 Grants
 - 4-6 Grants
 - 7-10 Grants
 - More than 10 Grants
- * 18. Please identify the grant providers you have work with. (Check all that apply)
- None
 - Bureau of Justice Assistance
 - Office of Justice Programs
 - U.S. Department of Justice
 - Other
- * 19. Please identify which of the following grants you have experience working with. (Check all that apply)
- None
 - COPS (Community Oriented Policing Services Office)
 - JAG (Edward Byrne Memorial Justice Assistance Grant)
 - CESF (Coronavirus Emergency Supplemental Funding)
 - BVP (Bulletproof Vest Partnership)
- * 20. Please identify the grant management systems you have experience working with. (Check all that apply)
- None
 - GMS (Grant Management System)
 - PMT (Performance Measurement Tool)
 - GPRS (Grant Payment Request System)
 - NexGen
- * 21. If you speak multiple languages, please list the language(s) you are fluent in.
- * 22. Are you willing and able to work days, nights, overtime, weekends, holidays, prior to, during and after man made and natural disasters and during and after other public safety and law enforcement related incidents?
- Yes No
- * 23. Other than out of state applicants, do you possess a valid Florida driver's license (Florida resident)?
- N/A
 - Yes
 - No
- * 24. Out of state applicants, do you possess a valid driver's license from your home state?
- N/A
 - Yes

- No
- * 25. Out of state applicants, upon a conditional offer of employment, are you able to obtain a valid Florida driver's license prior to starting employment?
- N/A
 Yes
 No
- * 26. Have you been cited for (3) three or more moving violations in the past (2) years?
- Yes No
- * 27. With the exception of driving under the influence related suspensions and habitual traffic offender suspensions, have your driving privileges been suspended within (2) two years of the REINSTATEMENT date (The date your driving privileges were returned)?
- Yes No
- * 28. If your license was suspended within the last (2) two years, was the suspension due to an insurance related reason or was the suspension issued in error by the Drivers License Bureau? (Confirmation documentation will be required)
- Yes No
- * 29. Has your driving privileges been suspended within the last (5) five years of the REINSTATEMENT date for any driving under the influence related or habitual traffic offender related reasons?
- Yes No
- * 30. Have you ever been convicted of a misdemeanor involving moral turpitude, false statements, perjury or domestic violence?
- Yes No
- * 31. Have you ever been convicted of a felony?
- Yes No
- * 32. If you were ever a member of a law enforcement agency, did you resign while under internal investigation and/or resign in lieu of being subjected to an internal investigation?
- N/A
 Yes
 No
- * 33. If you are a current member of a law enforcement agency, are you currently under an internal investigation or have an internal investigation pending?
- N/A
 Yes
 No
- * 34. Have you illegally used marijuana within the last year?
- Yes No
- * 35. With the exception of marijuana, have you ever illegally used any controlled substance listed under Florida Statute 893 within the last (5) Five years?
- Yes No

- * 36. Have you ever illegally used any Opiate or Hallucinogenic or any of its derivatives listed under Florida Statute 893?
 Yes No
- * 37. Have you ever illegally cultivated, manufactured or sold any controlled substance listed under Florida Statute 893 within the last (5) five years?
 Yes No
- * 38. Please list all Florida agencies you have applied to as an Accreditation Manager, Assistant Accreditation Manager, Grant Manager, and/or Assistant Grant Manager in the past year and your current application/processing status with them.

* Required Question