POLICE CIVILIAN ACCREDITATION MANAGER

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| **Posting Date:** | 07/07/2022 |
| **Company Name:** | Miami Shores Village |
| **Job Type:** | Full Time |
| **Department:** | --- |
| **Education:** | --- |
| **Shift:** | --- |
| **Duration:** | --- |
| **Travel:** | --- |
| **Salary:** | $75,000 - $83,000 annually |
| **Location:** | Police Department |
| **Closing Date:** | 08/05/2022 |
| **Job Description:** | **Description:**The Accreditation Manager is an advanced administrative position where the incumbent is responsible for managing and coordinating the accreditation program, for the purpose of obtaining and maintaining accreditation. This position includes reviewing, interpreting, and implementing amended and/or new accreditation standards and determining how to author and integrate policy into the Department in order to remain compliant with the Commission for Florida Law Enforcement Accreditation (CFA) standards; conducting inspections of sections and units; communicating with the Police Chief, Executive and Command Staff and respective Department employees on results of inspections; and providing recommendations to work units on non-compliance issues and findings. Data gathering plays an additional role in many of the processes undertaken by this position.**Essential Job Functions:**The list of essential functions, as outlined herein, are intended to be representative of the tasks performed by this position. The requirements listed below are representative of the knowledge, skill and/or ability required. * Identifies, implements and manages all accreditation and re-accreditation processes, independently and with minor supervision, ensuring timely compliance each cycle year with standards developed by state and national accrediting bodies, as applicable, and any legal updates.
* Assures the Police Department complies with and maintains accredited status.
* Maintains current information on accreditation standards and the interpretation and application of accreditation standards through active participation with the appropriate accreditation commissions and professional associations.
* Analyzes, evaluates and maintains documentation to show proof of compliance with accreditation standards.
* Monitors and maintains accurate, up-to-date accreditation records and files with timely reporting.
* Conducts compliance and audit inspections as directed by the Chief of Police or designee.
* Guides and assists staff in resolving quality assurance and accreditation noncompliance issues and findings.
* Advises agency personnel with regards to maintaining accreditation and other record keeping for general and time-sensitive standards.
* Assists with writing, review and/or timely review of all new and revised policies to ensure compliance with CFA standards and best practices.
* Prepares staff reports that require research and data gathering.
* Performs inspections to ensure adherence to prescribed policies and procedures and accreditation standards.
* Interacts and communicates with various groups and individuals such as the Police Chief, other Department supervisors, other City personnel, attorneys, and other local, state and federal law enforcement agencies.
* Represents the Department in conjunction with the Chief of Police, or designee, at various meetings and conferences for accreditation, serves on accreditation related committees and participates in accreditation-related training.
* Participates in and delivers training on commission standards, standard operating procedures, changing laws and requirements, and new programs and initiatives.

**Minimum Requirements:*** Have successfully graduated from an accredited college or university with a Bachelor's degree in Business, Public Administration, or related field.
* Have received certification from the Commission for Florida Law Enforcement Accreditation (CFA).
* Have at least four (4) years of progressively responsible administrative and managerial work experience in accreditation administration or directly assisting in the administration of an accreditation program for a medium to large-sized law enforcement agency. Additional accreditation experience can be substituted on a year-for-year basis for the required college education.
* Must possess a Florida Driver's License.
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| **Preferred Skills:** | **Knowledge, Skills and Abilities:*** Must have extensive knowledge of the CFA standards and processes and of CFA "Best Practices" for electronic record-keeping and proof maintenance procedures. Applicants with knowledge in other accreditation programs are encouraged to apply.
* Must be proficient in PowerDMS, Microsoft Office Suite (Word, Excel, Power Point, Outlook and Access), and be able to navigate through other specialized software operating in a Windows environment.
* Must have excellent organizational skills for the management of time-sensitive standards, proofs and filing of electronic and paper files.
* Skill in working independently and following through with assignments with minimal direction.
* Skill in adapting to changing work environment, competing demands and ability to deal with frequent change, delays or unexpected events.
* Ability to manage multiple priorities to ensure that deadlines are met.
* Ability to communicate effectively verbally and have excellent writing skills.
* Ability to maintain sound judgement and maintain confidentiality regarding critical and sensitive information, records and reports.
* Ability to articulate, demonstrate and train others concerning current laws, standards, policies and procedures.
* In-depth knowledge of law enforcement principles, practices and organizational structure.

**Environmental Conditions and Physical Demands:*** While performing the duties of this position, the employee is frequently required to drive, walk, sit, type, stand, talk and hear. The employee is occasionally required to use hands to manipulate, handle, grasp, feel, push, pull, carry or operate objects, and reach with hands and arms. The employee is occasionally required to climb, lift or balance, stoop, kneel or crouch, and lift and/or move up to 20 pounds.
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**To apply, please download the application**[**here**](https://www.miamishoresvillage.com/frontend/assets/img/gallery/Forms/MSPD%20Employment%20Application%20MSPD%20Nov2020%20%28003%29.pdf)**. Applications must be submitted via email to****policecareers@mspd.org****. If you become a candidate for employment through the application process, the original application MUST be received for processing.**

The Miami Shores Police department is an Equal Opportunity Employer in compliance with the laws prohibiting discrimination on the basis of race, color, gender, age, marital status, religion, national origin, disability, genetic information, Veteran status or any other legally protected status.