

**CLASSIFICATION SPECIFICATION**

**POLICE EDUCATION DIRECTOR**

**PAY GRADE: 62**

**CLASS CODE: 30003651**

**EFFECTIVE: December 15, 2021**

**CLASSIFICATION SUMMARY**

Reports to the Police Chief, Deputy Police Chief or other executive level position. Under minimal direction plans, organizes, directs, and evaluates the activities and personnel of the Education Program of the Portland Police Bureau (PPB). The Director will identify and prioritize Education needs to develop strategic and annual training plans; develop, review, and evaluate curricula; implement engaging, interactive and effective training modules for in-person and online delivery; measure and assess effectiveness of training programs; develop training policies and procedures; and support and implement continuous improvements. Classification is exempt from Civil Service.

**DISTINGUISHING CHARACTERISTICS**

The Director of Police Education is an executive-level classification within the PPB. The Director of Police Education is a single-incumbent classification.

The Director of Police Education is distinguished from the Fire Chief, Police Chief, Director of the Bureaus of Emergency Communications, and Director of the Bureau of Emergency Management in that the former has a focus on overseeing, assessing, and improving the Education Program of the Portland Police Bureau.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Establish the strategic direction, mission, and operations of the Police Education Program. Develop and implement a multi-year strategic plan for Police Education, working with Bureau Leadership, other relevant bureaus, and stakeholders.
2. Prepare strategic plans and annual work plans; develop and execute special projects impacting Education Program operations and activities; develop, implement, improve, monitor, and evaluate programs, projects, workflow, methods, and work products in accordance with City and Bureau/Office plans, budgets, and policies.
3. Design, structure, and oversee the delivery of multiple Education areas such as Advanced Academy, in-service training, and ad hoc or specialized training. Establish criteria for implementing new training programs.
4. Review and approve major instructional methodology and materials such as curricula and lesson plans. Ensure instructors have the support needed to effectively deliver programs. Formulate strategies to aid instructors in training methods and content of instruction.
5. Oversee the instructor selection structure and process; consult on selection as needed. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the City's and Bureau/Office's mission, objectives, and service expectations; create and

promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.

6. Remain current on prevailing standards and innovative training ideas to ensure that pedagogy reflects educational best practices. Ensure relevancy of program content.
7. Assist in policy development for Police Education. Review and incorporate pertinent statutes, regulations, ordinances, and policies in terms of impact on Bureau/Office programs; ensure compliance.
8. Design general methods of evaluating the effectiveness of training in the field. Identify training problem areas and implement modifications. Advise management on Police training program administration. Engage PPB Training Advisory Council in developing and evaluating training priorities and programs.
9. Supervise, participate in, and approve the development and administration of the assigned budget; direct the forecast of resources needed for staffing, equipment, materials, and supplies; authorize expenditures; monitor budget-to-actual revenues; implement mid-year or other adjustments.
10. Represent the City and Bureau/Office to the public, elected officials, other agencies, other Bureaus/Offices, other jurisdictions, committees, community groups, and organizations; make presentations, chair and participate in meetings and committees; conduct community outreach; provide staff assistance to City Council; maintain constructive media relations; respond to sensitive citizen and media questions, feedback, and requests for information as appropriate.
11. Maintain contact with professional associations to keep abreast of the latest developments in the training and education field.
12. Perform related duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under minimal direction by the Police Chief, Deputy Police Chief or other executive level position.

Directly supervises subordinates. May indirectly supervise staff assigned to subordinate managers and supervisors.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Advanced knowledge of principles, practices, and methodology of adult learning.
2. Advanced knowledge of curriculum design and evaluation.
3. Advanced knowledge of principles and practices of leadership, strategic planning, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the PPB.
4. Advanced knowledge of principles of management, supervision, training, and performance evaluation.
5. Knowledge of methods, techniques, and theories used in community policing and patrol, investigations and special operations, criminal justice, and crime prevention; emergency response services; related public outreach.
6. Knowledge of relevant statutes, regulations, and ordinances, and the ability to interpret, explain, and apply them.
7. Ability to manage functions and operations including personnel management, budget administration, and apply program practices to diverse and complex police management services.
8. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
9. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.

10. Ability to manage a diverse staff of technical, professional, sworn, and non-sworn police-service personnel.
11. Ability to collaborate with communities of color and people traditionally underrepresented in local decision-making; facilitate inclusive participation in programs and activities; communicate cross-culturally.
12. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
13. Ability to utilize City-specific technology and general office software.
14. Ability to navigate sensitive political environments.

### **MINIMUM QUALIFICATIONS REQUIRED**

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

**Education/Training:** Master's degree from an accredited college or university with major course work in education, law enforcement, criminal justice, business administration, public administration, or closely related field;

AND

**Experience:** Seven (7) years of increasingly responsible experience administering an educational or training program in a complex organization to include evaluating courses, reviewing curricula, and developing academic programs.

### **Preferred Qualifications:**

PhD degree from an accredited college or university with major course work in education, law enforcement, criminal justice, business administration, public administration, or closely related field.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: