



## Job Description

### Accreditation Coordinator

Pay Grade: G06

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Possess a minimum of two (2) years CFA Accreditation coordination experience in law enforcement, governmental, medical or education field preferred. Work experience in law enforcement or criminal justice system preferred.

Any combination of training, education and experience that is equivalent to the employment standards listed above, and that provides the required knowledge and abilities, may be deemed acceptable for this position.

Knowledge and/or ability to work with OSSI software preferred.

Knowledge and/or ability to work with Power DMS software preferred

**Minimum Education Requirements:** 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 Chief of Police

**Department:** Police.

**Direct Supervisor:** Police Chief.

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works inside in an office setting.

**Certification:** Valid State of Florida driver's license.

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**Job Summary:** Responsible for the effective and efficient management of the accreditation and re-accreditation programs, developing statistical and management information reports in the Police Department; does related work as required. Work is performed under the regular supervision of the Operation Support Division Commander

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Manage, maintain and coordinate the Law Enforcement Accreditation process.
- Revise current written directives as needed to conform with accreditation standards
- Prepare the department for re-accreditation.
- Inspect records/reports and maintain historical directives.
- Maintain standards files to include primary and secondary proofs of compliance.
- Responsible for maintaining all files and data entry for compliance with the accreditation requirements.
- Ensures all annual and/or time sensitive reviews, reports, audits and inventories are completed as required by CFA.
- Provides accreditation training for agency personnel as needed.
- Coordinate accreditations projects as assigned by the Chief or his Command Staff.
- Organize, prioritize and assign tasks to other Department members.
- Enforce work deadlines as they apply to accreditation requirements.
- Keep informed about changes in CFA standards and current laws, Recommends policy adjustments as needed.
- Directs on-site inspection of compliance with CFA.
- Performs other related duties as required.



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#### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- 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.

##### **Skills**

- Skill in the operation of a PC.

##### **Abilities**

- Ability to establish and maintain effective working relationships with employees and the public.
- Ability to organize and prioritize work and projects.
- Ability to access, input, and retrieve information from a computer.

#### **Physical Demands**

The work is light work which requires exerting up 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.



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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Date