



**POLICE DEPARTMENT
PROFESSIONAL DEVELOPMENT COORDINATOR**



The Village of South Elgin is seeking a qualified candidate for the position of full-time Professional Development Coordinator in the Police Department. Under the direction of the Director of Public Safety and Deputy Chiefs of Police, the successful candidate is responsible for performing a variety of duties essential to the daily operations and administration of the Department's accreditation program, training program, and management of law enforcement grants, as well as other duties as assigned. The role includes planning, evaluating, and coordinating training for all Department personnel, ensuring all training activities comply with applicable public safety requirements and accreditation standards, including Illinois Law Enforcement Accreditation Program (ILEAP).

Qualifications include: an Associate's degree (A. A.) from a two-year college or equivalent combination of formal education and police training; a minimum of 3 years of police or municipal experience, or an equivalent combination of education and experience; Experience with training coordination, accreditation processes and administrative support in a law enforcement environment is desirable; A valid state-issued driver's license; General office experience with excellent typing, communication and computer skills, including knowledge of Microsoft Office applications; and ability to responsibly handle confidential information is required.

The Professional Development Coordinator must have knowledge of Police department operations, policies, procedures, and organizational functions; Local ordinances, state laws, municipal operations, and applicable federal regulations; Principles, practices, and procedures of modern law enforcement operations and administration; Departmental rules and regulations; Principles and practices of planning, development, policy analysis, and evaluation; and Survey, research, documentation, and data-collection methods.

Normal work hours for this position are Monday through Friday, 8:30 a.m. – 5:00 p.m. The Village offers an excellent compensation and benefit package with a starting salary of \$33.50 per hour. The salary range for this position is from \$33.50 - \$43.71 per hour.

The Village of South Elgin has a competitive benefit package with coverage that begins on the first day of employment including health, dental, vision and life insurance, as well as a health savings account, a retirement pension plan through the Illinois Municipal Retirement Fund and deferred compensation 457(b) plans. The Village also provides paid holidays, paid vacation, and paid sick leave.

Interested applicants should submit a cover letter, resume and an application to the Village of South Elgin, ATTN: Human Resources, 10 North Water Street, South Elgin, Illinois 60177 or via email to jobs@southelgin.com. Applications are available online at www.southelgin.com. Position opened until filled.

The Village of South Elgin is an Equal Opportunity Employer
A copy of the EEOP Utilization Report is available on request from the Human Resources office.