

ACCREDITATION MANAGER

The City of Harrisburg is recruiting for the position of Accreditation Manager in the Bureau of Police/Technical Services Division- Department of Public Safety. This is a non-supervisory civilian position responsible for coordination of the Harrisburg Bureau of Police's participation in the accreditation process with Pennsylvania state accreditation through the Pennsylvania Law Enforcement Accreditation Commission (PLEAC). Accountable to and reports directly to the Commanding Officer of the Technical Services Division. Orders and assignments are received from the Technical Services Division Commander. This is a management, FLSA-exempt position.

The successful candidate will possess an Associate degree in police sciences, law enforcement, criminal justice administrative, public administration, records management, or a closely related field preferred. Strong background in applied mathematics with basic computer courses. Two (2) years' experience with a law enforcement agency, or accreditation coordination experience, or any combination of training and experience which provides the required knowledge, skills and abilities. Valid Pennsylvania Driver's License, Class C.

The annual salary range is \$40,000.00-\$45,000.00 (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburghpa.gov (electronic submission preferred)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburghpa.gov/careers/

JOB TITLE

Accreditation Manager
Department of Public Safety – Bureau of Police/Technical Services Division

DEFINITION

This is a non-supervisory civilian position responsible for coordination of the Harrisburg Bureau of Police's participation in the accreditation process with Pennsylvania state accreditation through the Pennsylvania Law Enforcement Accreditation Commission (PLEAC). Accountable to and reports directly to the Commanding Officer of the Technical Services Division. Orders and assignments are received from the Technical Services Division Commander. This is a management, FLSA-exempt position.

EQUIPMENT/JOB LOCATION:

Work is performed at the McCormick Public Services Center, the Martin L. King, Jr., City Government Center and throughout the City of Harrisburg. Work involves the use of the following machines/tools: personal computer, copiers, scanners, telephone, projectors, recording devices and a motor vehicle. Duties are typically performed on weekdays from 8:00 a.m. to 5:00 p.m.; however, some evenings, weekends and holiday work may be required.

ESSENTIAL FUNCTIONS:

Receives assignments and sets work priorities, coordinating them to meet deadlines in order to assure an efficient workflow throughout the agency. Reviews a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process. Meets regularly with the Police Commissioner and key police staff to identify needs and report progress on accreditation efforts. Assists in identification and development of new programs, systems procedures, or equipment to improve performance of the agency in compliance with applicable standards. Provides liaison to the PLEAC for all accreditation matters. Attends PLEAC meetings and local accreditation network meetings. Keeps abreast of all aspects of the accreditation process, including proposed changes or amendments to the standards, assessing the impact of changes on current policies and procedures of the agency. Provides accreditation training for agency employees. Drafts new written directives or assigns writing projects to others that achieve accreditation objectives. Maintains master and archive files for agency written directives in electronic and hardcopy format. Maintains all files as required by the Accreditation authorities, under the supervision of the Technical Services Supervisor to include confidential material such as, but not limited to: personnel files, evaluations, professional conduct/complaint investigations, counseling sessions, and other disciplinary actions as well as training records, pursuit and application of force reports. Maintains ISSR PLEAC files. Operates the Power DMS software program. Assists other law enforcement agencies seeking accreditation. Develops, amends and rescinds General Orders, Manuals and Special Orders as required. Attends PaPac Meeting to ensure the bureau is current with accreditation activities. Conducts mock assessments and actual assessments for requesting agencies. Maintains the master files for bureau directives

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Accreditation Manager
Department of Public Safety – Bureau of Police/Technical Services Division

NON-ESSENTIAL FUNCTIONS:

Performs all other duties as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the accreditation process.
- Thorough knowledge of police department organization, policies, rules/regulations and operating procedures.
- Proficient in utilizing personal computer software applications for statistics.
- Ability to input and retrieve data from computer systems.
- Ability to gather pertinent facts and make thorough analysis and arrive at sound management conclusions.
- Ability to prepare reports and charts.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions and recommendations.
- Ability to make decisions based upon experience, giving attention to details.
- Ability to exercise discretion and use sound judgment.
- Ability to understand and follow verbal and written communications.
- Ability to work independently and solve problems involving many variables.
- Ability to speak publicly and accurately about the accreditation process.
- Ability to complete work in a timely manner toward deadlines expressed or assumed.
- Ability to delegate tasks effectively and accept responsibility for the outcomes.
- Ability to read and understand materials concerning the law enforcement and criminal justice processes.
- Ability to read and understand a wide range of technical literature.
- Must exercise a high degree of confidentiality and integrity.
- Ability to deal tactfully, professionally and effectively with others.
- Ability to establish and maintain effective working relationships with the general public, other agencies, supervisors and employees.

QUALIFICATIONS:

Associate degree in police sciences, law enforcement, criminal justice administrative, public administration, records management, or a closely related field preferred. Strong background in applied mathematics with basic computer courses. Two (2) years' experience with a law enforcement agency, or accreditation coordination experience, or any combination of training and experience which provides the required knowledge, skills and abilities. Valid Pennsylvania Driver's License, Class C.