



## Capital Area Council of Governments Job Description

**CAPCOG Title:** Director of Regional Law Enforcement Academy  
**Division:** Regional Law Enforcement Academy  
**Reports to:** Executive Director  
**State Title & Salary Grade:** Director I / B26  
**FLSA Status:**  Exempt  Non-Exempt

---

### GENERAL DESCRIPTION

Performs advanced managerial duties involving the administrative, compliance, and training activities of the regional academy. Determines all training schedules and curriculum in compliance with TCOLE requirements. Work involves establishing academy policies and procedures, managing contract and operating budget, and overseeing daily training activities. Works with law enforcement agencies to determine trends and training topics. The essential functions of this position must be performed at CAPCOG offices therefore the position is not eligible for telecommuting on a regular basis.

### ESSENTIAL FUNCTIONS

Essential duties and functions may include the following. Other related duties may be assigned.

- Manages all aspects of law enforcement training including course development, selection of instructors, required reporting, and all aspects of compliance with Texas Commission on Law Enforcement as well as relevant regulations, statutes, and policies.
- Manages administrative functions of the academy, one of five program divisions of CAPCOG, including personnel, budgeting, reporting, monitoring, contracts, and procurement.
- Develops and implements plan for coordination and cooperation among all law enforcement and training agencies and conducts outreach and assessments to identify short and long-range issues and training needs.
- Oversees development and implementation of new courses related to public safety, law enforcement, and criminal justice fields.
- Reviews reports, studies, trends, and best practices to assist with oversight and development of division's program goals and overall performance.
- Develops systems to measure and evaluate program performance.
- Manages chief instructor and academy administrative coordinator.

### GENERAL QUALIFICATIONS

#### Education

Bachelor's degree required from an accredited college/university with major coursework in criminal justice, police science, public administration, or related field.

#### Experience

Must have 8-10 years working in local law enforcement with at least two years in a managerial/supervisory role. Must have a master peace officers certification and instructor certification plus experience developing curriculum and conducting law enforcement training with working knowledge of adult education techniques. Minimum of three years of experience required performing administrative management duties in a government agency including work with contracts, budgets, and grants. Must have working knowledge regarding Texas laws, rules, codes and practices related to all aspects of law enforcement.

**Knowledge, Skills, and Abilities**

- Strong verbal and written communication skills with the ability to cause understanding to multiple audiences.
- Strong computer skills in Microsoft Word, Excel, and PowerPoint.
- Experience using Virtual Conferencing Software (Zoom, GoToMeeting and/or Teams), TCLEDDS (TCOLE Database), and E-Grants.
- Understanding of policy, regulatory, and legislative issues.
- State and federal grant management issues including budget, procurement, and performance reporting.

**Physical Requirements**

<b>Remain in a stationary position</b> at a desk throughout the workday.	Regularly
<b>Stand and perform tasks</b> throughout the workday. May be stationary for periods of the day.	Regularly
<b>Move about</b> inside the office to perform different tasks of the position such as access the copy machine, file papers, or deliver mail to the reception area.	Regularly
<b>Coordinate precise movements of the fingers</b> in order to use office productivity machinery or perform intricate tasks.	Regularly
<b>Move objects</b> weighing up to designated # of pounds.	Seldom - 50 lbs
<b>Lift objects</b> from the floor and up onto a shelf or desk weighing up to designated # of pounds.	Seldom - 50 lbs
<b>Converse with others</b> both in person and over the phone.	Regularly
<b>View details at close range</b> (within one to two feet of the observer) and distinguish color-coded materials.	Seldom
<b>Move body into multiple positions</b> to perform different tasks such as in the following examples: under desks, between walls, around servers and furniture, or to retrieve files from the bottom or top drawers of file cabinets.	Seldom
<b>Performs duties in professional office environment</b>	Frequently
<b>Performs duties while exposed to conditions</b> of heat, cold, humidity, wind and/or rain.	Seldom
<b>Drives</b> a vehicle to perform CAPCOG business.	Seldom

**KEY**

- Never 0%     Seldom 0-30%     Regularly 30-60%     Frequently 60-90%     Constantly 90-100%

*Seldom would be up to 12 hours per week or 0 to 2.4 hours per day*

*Regularly would be 12 to 24 hours per week or 2.4 to 4.8 hours per day*

*Frequently would be 24 to 36 hours per week or 4.8 to 7.2 hours per day*

*Constantly would be 36 hours to 40 hours per week or 7.2 to 8 hours per day*

**Other Requirements**

Dependable transportation for travel within the region, valid driver’s license and proof of vehicle insurance as required by the State of Texas.