

# Job Descriptions and Classifications

## Less Lethal Training Coordinator

Division: Special Programs  
Reports to: Less Lethal Program Manager  
Supervises: N/A  
FLSA Status: Non-Exempt, Hourly



### Job Summary

The Less Lethal Training Coordinator works to administer the goals of the ILEAS Less Lethal program with regard to law enforcement less lethal alternative training. The requirements of the position include decision-making, budget-monitoring, coordination, liaison to training organizations and local law enforcement agencies, planning, scheduling and implementation of a variety of training programs. An essential responsibility of the Less Lethal Training Coordinator is to coordinate alternative and other related training between state and regional organizations and local law enforcement agencies in Illinois. The ideal candidate will have extensive experience and successes in management of public agency training, and will have a high skill level with regard to detail-oriented record keeping.

### Job Duties

- Become familiar with the less lethal training strategy as developed and expressed in the Less Lethal Alternatives for Law Enforcement grant
- Administer training by coordinating with the grantor (Illinois Criminal Justice Information Authority – ICJIA), the Illinois Local Law Enforcement Training and Standards Board (ILETSB), regional Mobile Training Units (MTUs), training vendors/providers, local law enforcement agencies, and the ILEAS Finance Division
- Advertise/market training programs through various media and contacts to maximize attendance
- Evaluate less lethal sponsored training by auditing a sampling of training events
- Control and reporting of the Less Lethal Program training budget to include oversight of overtime reimbursement
- Coordinate the Less Lethal Alternative Training with the Less Lethal Device training
- Maintain comprehensive records of ILEAS grant-funded training and other pertinent activities to include records of the training, the attendees and any overtime reimbursement
- Assist with planning and administration of the ILEAS Annual Conference
- Answer telephone calls when necessary
- Arm or disarm alarm system when appropriate
- Submit a summary report of activities on a routine basis
- Perform other related duties as assigned

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## Job Specifications

- Capable of effectively planning, organizing and implementing law enforcement training
- Possesses professional contacts in Illinois with public safety officers and officials, law enforcement training organizations and their administrative staff
- Experienced evaluator of law enforcement training topics and familiar with a variety of approaches used for adult learning
- Capable of developing, controlling and reporting budgets for training programs
- Excellent oral and written communication skills
- Four (4) or more years of experience in managing a public safety training agency or training section of a public agency
- Bachelor's Degree in education, public administration or closely related field is recommended; work experience meeting the requirements of the position may be considered as an alternative