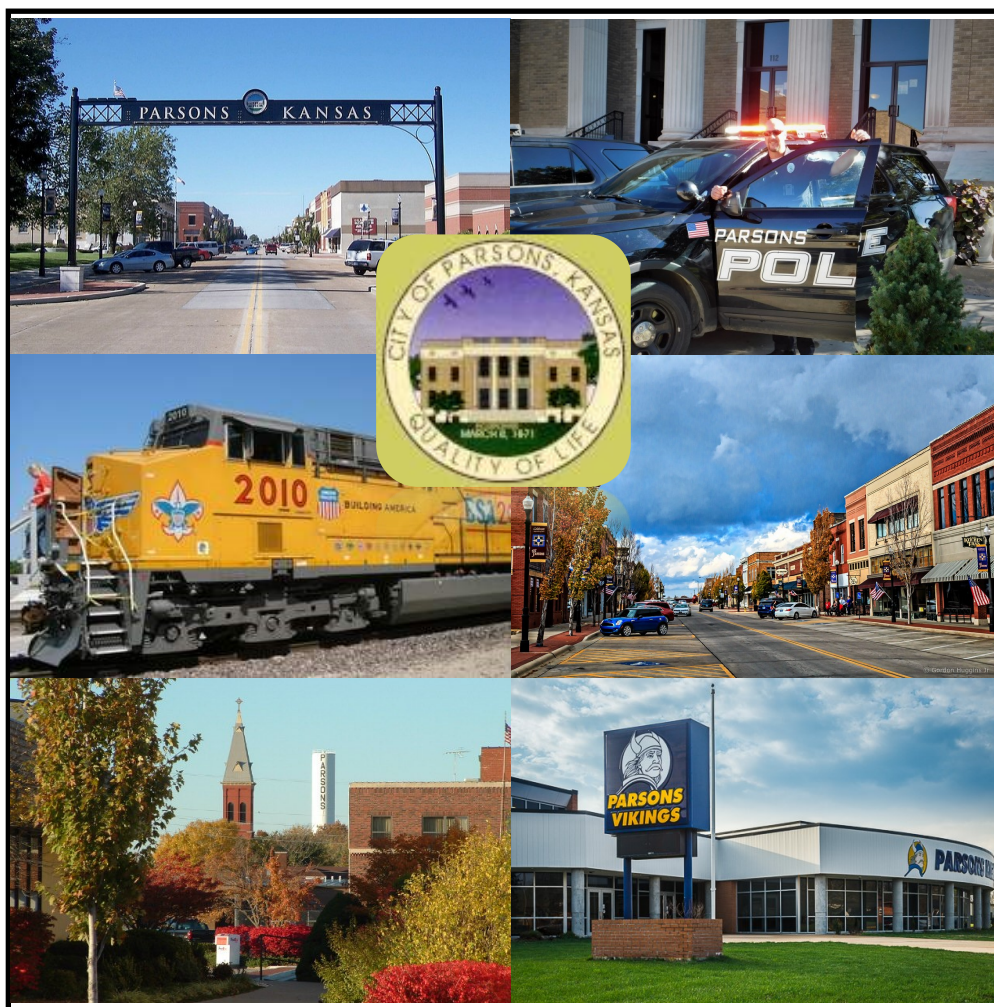


ACCREDITATION COORDINATOR

(CIVILIAN - 2 YR FEDERAL GRANT FUNDED POSITION)

PARSONS POLICE DEPARTMENT



Applications accepted until filled

Parsons Police
www.parsonspd.com
620-421-7060

MISSION

Our mission is to partner with our community to protect our citizens and make the City of Parsons a safe and desirable place to live, work or visit. We are problem solvers using Pride, Professionalism and Dedication to guide our actions in an ethical and legal way.

VISION

We are evolving to meet the changing needs of our community, while maintaining our commitment to excellence in the highest traditions of police service.

VALUES

- PROFESSIONALISM
- PRIDE
- DEDICATION



Exciting Opportunity in Parsons, Kansas! Join Our Team as a Police Department Accreditation Coordinator

Introduction

Are you looking for a fulfilling career in a vibrant community with a rich history? Parsons, located in rural South-Eastern Kansas, is offering an exciting opportunity to join the Parsons Police Department as a Police Department Accreditation Coordinator.

The Parsons Police Department is continuously growing as a law enforcement agency and is currently undergoing a self-assessment phase as part of the Kansas Law Enforcement Accreditation Program (KLEAP). In line with its commitment to community engagement, the agency adopts the philosophy of Community Oriented Policing and Problem Solving (COPPS). This approach reflects the department's dedication to building strong relationships within the community and proactively addressing issues. Additionally, the department actively markets itself as an organization that values community collaboration, emphasizing its role as a partner in fostering a safer and more secure environment for all residents.

General

This federally grant funded position spans two years, serving as a career path opportunity that could lead to various roles within the department, such as department dispatcher or police officer and a foundation for future administrative roles. It provides the candidate with a chance to contribute to the efficiency and effectiveness of the department while serving the community.



The ideal candidate should possess qualities of approachability, humility, and responsiveness to community concerns. Strong written and verbal communication skills are essential to foster open and transparent dialogue, building trust with both internal and external stakeholders.

This opportunity is well-suited for a self-motivated individual seeking to initiate their career, build a robust foundation, and who values the work ethic associated with a proactive work environment and connecting community policing with tangible results.

Parsons Community Highlights:

Parsons, a town with around 10,000 people, sees its population rise to 13,000 during the day. It's known as the birthplace of the Kansas-Arkansas-Texas (KATY) Railroad, marking a significant part of its history. The town is rich in historical sites, such as the Kansas State Hospital for Epileptics and the Great Plains Business Park. Notably, Parsons has received awards for revitalizing its downtown area, a recognition given by the National Trust for Historic Preservation. The community takes pride in its annual celebrations, including Katy Days, Halloween, Christmas, Saint Patrick's Day, and Veterans Day, fostering a lively and festive atmosphere throughout the year.



Parsons Education and Recreation:

Parsons boasts excellent K-12 schools, and among them is St. Patrick Catholic School, offering quality education for students. Additionally, Labette Community College (LCC) plays a vital role in education, with satellite campuses in Cherokee, Oswego, and Pittsburg, providing diverse learning opportunities. The Parsons Recreation Commission enhances the



community's lifestyle, offering a full-service facility with a range of amenities for residents to enjoy. For outdoor enthusiasts, Parsons Lake and Big Hill Lake are popular destinations, offering opportunities for fishing, boating, and camping, making it an ideal place for those who appreciate the great outdoors.



Scope and Responsibilities:

This role is a crucial full-time position located at the Parsons Police Department, ensuring compliance with KLEAP. Reporting to the COPPS Manager, the role involves various key responsibilities, including providing administrative support by coordinating meetings, managing documents, handling correspondence, and maintaining an organized work calendar.

The coordinator is responsible for collecting, analyzing, and maintaining accreditation compliance documentation as required by KLEAP. They also play a significant role in coordinating, managing, and improving the department's accreditation documentation, workflow processes, and annual reviews of standards and procedures. The position requires meticulous record-keeping, report preparation, attendance at necessary training sessions, and coordination of assessments.

The coordinator must also be punctual, provide assistance during emergency operations, and handle additional administrative duties as assigned.

Minimum Qualifications:

A candidate must possess a high school diploma or GED, along with courses or experience in office administration. Experience with Microsoft Office 365.

The candidate's resume should demonstrate a minimum two years of progressive responsible secretarial experience or a combination of formal education and relevant work experience, or project management coordination.

Preferred Qualifications

Preferred qualifications include an Associate's degree or higher in Business Administration or a Project Management Certification and experience with MS Office 365 and Adobe Creative Suite.

Mental Abilities

Mentally, the candidate must possess a diverse set of skills. They should showcase the ability to effectively prioritize and schedule tasks, demonstrating an understanding of the importance of time management. The candidate must also have the capacity to comprehend and safeguard sensitive information, perform basic math and accounting functions, and efficiently recognize both alpha and numeric characters. Additionally, the ideal candidate should be skilled in training and guiding others, showcasing leadership qualities, and be adept at organizing thoughts and actions for effective decision-making.



Physical Abilities

Physically, the candidate should possess a range of capabilities to ensure success in the role. Excellent keyboard skills are essential for efficient data input, and the ability to make and receive phone calls is crucial for effective communication. The candidate should be capable of operating a calculator or adding machine and working independently. Furthermore, hand-eye coordination adequate for computer input is necessary. The candidate must exhibit visual stamina and acuity to view alpha/numeric data on computer screens for extended periods. Clear hearing and speaking abilities are vital for effective phone and two-way radio communication. The physical qualifications also include the ability to lift up to 30lbs, endure eyestrain from PC screen use, sit attentively for extended periods, adjust to high noise levels, and operate various equipment relevant to the role. The ideal candidate will bring a balanced set of mental and physical skills, contributing to the success of the Parsons Police Department.



Special Requirements/Disqualifiers

- An applicant who has been convicted of a felony or who is under indictment on a felony charge will be disqualified.
- Must have or obtain an active and valid Kansas Drivers License.

Salary & Benefits

Salary

This is an hourly position with a competitive pay range, offering an hourly wage between \$17.87 and \$21.46. Additionally, there are opportunities for overtime, providing a chance to increase earnings.

Health Insurance

City employees enjoy comprehensive insurance coverage through **Kansas Blue Cross, with the City paying the full premium** (100%) for the employee, amounting to \$5,115.36.



There is a 35% premium contribution for spouse and dependent health care coverage by the City. Employee contributions for 2023 are as follows:

Employee & Child: \$130.59
Employee/Spouse: \$146.32
Employee/Family: \$276.83.

Medical co-pay is \$35 per office visit, and the deductible is \$1,500/\$3,000 per year with co-insurance. City employees receive free annual health screenings and life insurance coverage of 2 1/2 times their annual salary.

Holidays, Sick Leave , & Vacation

Employees benefit from accruing both sick and annual leave, with accrual rates that grow as the years of service increase. The vacation accrual system starts at 3.29 hours per pay

period for individuals with 0-3 years of service and can accumulate to a maximum of 121.54 hours per year.

Sick leave accrual is set at 3.81 hours per pay period, reaching a maximum accrual of 1,114 hours.

Holidays, employees enjoy nine paid holidays annually, celebrating occasions such as New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

Retirement Plan

This is KPERs eligible position with the City contributing 22.86% of the employee's base wage.

Application

Opened until filled. Complete and submit a completed city application and a complete resume at www.parsonspd.com/employment .

Equal Opportunity Employer:

The City of Parsons, Kansas, is an Equal Opportunity Employer and values diversity in its workforce. Finalists for this position will undergo a comprehensive background check and may be subject to additional assessments.

Application Process:

The review of applications is ongoing until the position is filled. Submit a completed city application and detailed resume to the Parsons Police Department website (www.parsonspd.com).

For Further Information:

Contact Charlotte Lamb, City of Parsons, at 620-421-7060 or clamb@parsonskansas.com.

Join us in Parsons, where community and career come together!

