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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Accreditation Coordinator - C07, \$44,886 - \$52,062 (B.O.E.) +  
FRINGE BENEFITS

**DEPARTMENT:** Office of the Sheriff

**OPENING DATE:** 07-12-17                      **CLOSING DATE:** 07-26-17

## MINIMUM QUALIFICATIONS:

**Education:** Bachelor's degree.

**Experience:** Three or more years related experience.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Pass extensive background check with favorable results;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** This person is responsible for planning and coordinating accreditation activities assigned to obtain/maintain compliance with the Commission on Accreditation for Law Enforcement Agencies Incorporated (CALEA). This person will work independently and be encouraged to make judgments and decisions based on analytical and innovative thinking. Performance in this job is measured through reports, analyses and levels of success accomplishing the accreditation goals of the agency. The Accreditation Coordinator reports to the Sheriff through the appropriate chain of command.

## DUTIES:

- ◆ Receives assignments, set priorities and coordinates the Commission on Accreditation for Law Enforcement Agencies Incorporated (CALEA) accreditation tasks and activities assigned by the Sheriff;
- ◆ Reviews a wide variety of complex and technical issues concerning law enforcement standards and the accreditation process;
- ◆ Provides guidance and accreditation training for agency employees;
- ◆ Assigns, directs and coordinates groups of employees to achieve plans of action, recommendations to the Sheriff, and other activities that meet compliance with applicable accreditation standards;
- ◆ Assists in identification and development of new programs, systems, procedures, or equipment to improve performance of the agency in compliance with accreditation standards;
- ◆ Keeps abreast of all aspects of the accreditation process, including proposed changes or amendments to the accreditation standards; assessing the impact of changes on current policies and procedures;

- ◆ Acts as liaison to the Commission on Accreditation for Law Enforcement Agencies Incorporated (CALEA), and attends CALEA, and CRLEAA (Chesapeake Region Law Enforcement Accreditation Alliance) network meetings;
- ◆ Drafts new written directives to achieve accreditation objectives, and maintains master archive files for agency directives;
- ◆ Maintains master and archive files for agency written directives;
- ◆ Operates, maintains, or directs the operation of the PowerDMS and PowerStandards files;
- ◆ Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to gain extensive knowledge of St. Mary's County Sheriff's Office's policies and procedures;
- ◆ Ability to gain extensive working knowledge of modern law enforcement functions and standards;
- ◆ Ability to gain knowledge of the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA) National Standards for Law Enforcement Accreditation;
- ◆ Ability to gain knowledge of the PowerStandards software and other relevant computer systems, including hardware and software, and basic office machines;
- ◆ Ability to act as a representative of St. Mary's County Sheriff's Office to the public;
- ◆ Ability to gain knowledge of the staff, activities, and operations of assigned divisions;
- ◆ Ability to effectively communicate with others;
- ◆ Ability to prioritize and multitask with minimal supervision;
- ◆ Basic math and language skills.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time.

Work environment involves everyday risks or discomforts, which require normal safety precautions typical of such places as offices, meetings and training rooms.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$44,886 - \$52,062 (B.O.E.) annually

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY:** A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.

Applications are available at: Governmental Center, Potomac Building  
Third Floor, Dept. of Human Resources  
23115 Leonardhall Drive, Leonardtown, MD  
Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: \*1109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press the \* key before the extension**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: [amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or (301) 475-4200, Extension: \*1110.

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>**  
**Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.**