

# **NOTICE OF VACANCY**

The Lower Rio Grande Valley Development Council (LRGVDC) is advertising for the following position:

## **ASSISTANT DIRECTOR (REGIONAL POLICE ACADEMY)**

**LOCATION:** 301 W. RAILROAD ST., WESLACO  
**SALARY:** Starting pay \$54,000 - \$84,000  
(Final salary commensurate upon education and/or experience)

### **DUTIES:**

Plans, organizes, and directs activities for the Regional Police Academy as the TCOLE training coordinator to supervise instructors of the department. Activities include but not limited to ensuring compliance with TCOLE rules and manuals, ensuring that all learning objectives are taught, and enforcing attendance and other standards set by the commission or the training advisory board. Performs a variety of technical, analytical, and administrative work related to administration of the cadet training academy. Leads the Police Academy and Regional Training Center activities, and coordinates activities with other regional council departments. Coordinates, organizes and plans the day-to-day operations and instructional criteria for the administration of regional cadet training academy. Maintains up-to-date knowledge of state and federal laws and regulations governing Regional Police Academy services and provides recommendations regarding necessary changes and/or updates to program activities such as Texas Commission on Law Enforcement and has knowledge of Texas Occupations Code & Texas Administrative Code. Maintain compliance of facilities and instructional materials as per the Texas Administrative Code. Provides oversight and monitoring of the program(s) administrative and instructional practices, monitors workflow, and evaluation products, methods, and procedures for compliance requirements. Develops and manages the LRGVDC basic peace officer course rules handbook. Develops program budget, including monitoring expenditures and preparing, negotiating, and administering grants and contracts for program and fiscal compliance. Supervises support staff, assigning and planning work, ensuring training, providing recommendations. Conduct regular training needs assessments. Collects, compiles, and organizes statistical data to satisfy compliance expectations and needs. Assists in the coordination of program(s) activities with other departments and outside agencies and organizations. Provides technical assistance to member governments and law enforcement agencies on law enforcement and training matters. Creates, plans and develops instructor lessons plans containing learning objective and student evaluations. Assists with the coordination of local, state, and federal activities within the region. Reviews and disseminates research materials to member governments. Provides staff support to policy and advisory committees of the regional council; and Performs such other related duties as may be assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** *Knowledge of:* Training; rules, regulations, and guidelines related to program administration activities, and planning and program development. *Skill/Ability to:* Evaluate regional needs and develop appropriate plans in the areas assigned; assist in the preparation and analyze program management reports; demonstrate proficiency in both oral and written communication; supervise and motivate employees; assist in maintaining effective working relationships with policy and advisory committees of the regional council and local, state, federal law enforcement, and agency representatives.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Bachelor's degree in business criminal justice, public administration, or relevant degree. Plus at least two (2) years of experience in related field; *or* high school graduate, or its equivalent, plus four (4) years of experience in related field; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

**CERTIFICATES, LICENSES AND STANDARDS REQUIRED:** Active & Current TCOLE Peace Office License, TCOLE Instructor Certification & Valid Texas Driver's License.

An employment application and/or detailed job description can be obtained through the main office or through at <http://www.lrgvdc.org/employment.html>

A completed LRGVDC [employment](http://www.lrgvdc.org/employment.html) application **with a resume** and certifications must be submitted digitally to: [careers@lrgvdc.org](mailto:careers@lrgvdc.org)

Lower Rio Grande Valley Development Council  
Attn: Eddie Reyes, Director of Human Resources  
301 West Railroad Street  
Weslaco, TX 78596

### **DEADLINE: OPEN UNTIL FILLED**

The LRGVDC is an equal opportunity employer.