



## Job Description

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<b>TITLE:</b> Training Supervisor	<b>JOB CODE:</b> 2620
<b>DEPARTMENT:</b> Adult Detention Center	<b>FLSA:</b> Non-Exempt
<b>PREPARED:</b> August 6, 2010	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 11, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under direct supervision of the Adult Detention Administrator, designates, develops and conducts training programs for the Adult Detention Center staff, work release, work details or those identified by the facility Administrator; conducts needs assessments/analysis; formulates teaching outlines and identifies instructional methods; conducts training sessions.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Participates in needs analysis studies with center staff on various aspects of the Adult Detention program, including basic training techniques for Adult Detention Officers, liability training and other new and regular training.
- Confers with management to gain knowledge of specific work situations requiring employees to better understand changes in policies, procedures, regulations, and technologies.
- Formulates teaching outline and determines instructional methods such as individual training, group instruction, lectures, demonstrations, conferences, meetings, and workshops.
- Selects or develops teaching aids such as training handbooks, demonstration models, multimedia visual aids, computer tutorials, and reference works.
- Selects or develops testing and evaluation procedures to be used at completion of training.
- Conducts training sessions covering specified areas such as new employee orientation, on-the-job training, use of computers and software, Field Training Programs, health and safety practices, public relations, refresher training, promotional development, and Officer/Sergeant leadership training and development.
- Tests trainees to measure progress and to evaluate effectiveness of training.
- Reports on progress of employees under guidance during training periods.
- Designs or revises the training curriculum or methods to improvement effectiveness.
- Designs Sergeant Training Curriculum to improve facility shift continuity while improving supervisory counseling techniques through effective communications.
- Develops project plans; coordinates projects, communicates changes and progress; completes projects on time and budget; manages project team activities.
- Observes safety and security procedures; uses equipment and materials properly.
- Assists facility operations with assigned tasks, ensuring compliance with all standards for training.
- Maintains all appropriate detention certifications.
- Performs other related duties as assigned.

**Required Knowledge and Skills:**

- Shall have Training for Trainers Facilitator Certification – Ability to retain certification
- Shall have American Red Cross CPR and First Aid Instructor Certification–Ability to retain certification
- Shall have Inmate Control Techniques Instructor Certification-Controlled Force - Ability to retain certification
- Shall have Taser Instructor Certification – Ability to retain certification
- Shall have Pepper Ball Instructor Certification – Ability to retain certification
- Knowledge of Management & Leadership Training
- Knowledge of training and instructional principles, practices and techniques.
- Knowledge of the principles and practices related to general behavior and learning.
- Knowledge of the laws and regulations relating to Adult Detention.
- Knowledge of supervisory principles, practices and methods.

## Job Description

### Training Supervisor

- Knowledge of County policies and procedures.
- Skill in researching and collecting data and designing work flows and procedures.
- Skill in identifying and resolving problems in a timely manner.
- Skill in prioritizing and planning work activities to use time and resources effectively.
- Skill in effectively supervising, leading and delegating tasks and authority.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in planning and implementing policies and procedures.
- Skill in establishing and maintaining effective working relationships with County staff and the public.
- Skill in the use of a personal computer and standard business software.

#### Education and Experience:

- Must be a certified Adult Detention Officer with five (5) years of experience.
- Must be a High School graduate; college degree preferred - not required; and two (2) years of training experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

#### Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Employees may be subject to physical altercations with inmates which may require restraining and/or physically relocating inmates. At time, staff can be called upon to assist with moving unconscious adults in emergency situations for medical treatment. May be required to climb stairs to facilitate appropriate inmate supervision; supervising inmates and/or training employees may require prolonged walking, standing or sitting. May be required to lift 50 pounds or more to accommodate the operational requirements of the facility.
- Full-time work hours for this position consist of rotating shift work, nights and weekend shifts and overtime. Rotating shifts is a requirement for the operations of this facility.
- May be exposed to foul-mouthed, offensive, crude, rude and tasteless language.
- May be exposed to offensive, abrasive, argumentative or aggressive behavior.
- May be exposed to a boisterous environment with unclothed persons extremities in plain view.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

#### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment; human restraint/security protective items such as chemical agents, canisters, pellets, paintballs, handcuffs, vests, high voltage tazers or other correctional security/restraint/protective equipment necessary to protect or control the facility's inmate population.
- Verbal de-escalation methodology is employed yet physical contact may be necessary.

#### Approvals:

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Department Head: \_\_\_\_\_ Date: \_\_\_\_\_