

*Position Details*

<b>Working Title of Position</b>	DRE/ARIDE TRAINING ASSISTANT to COORDINATOR
<b>Work Schedule Work Hours</b>	Monday-Friday 40hrs Week
<b>Primary Purpose of the Position</b>	<p>This position serves in an administrative capacity as the State Drug Recognition Expert (DRE)/Standardized Field Sobriety Testing (SFST) Training Coordinator performing tasks necessary to the successful planning, implementation, completion and continuation of specialized training programs offered by FTA to law enforcement officers in the detection, apprehension and prosecution of impaired drivers.</p> <p>Professional Knowledge</p> <ul style="list-style-type: none"><li>•Analytical skills needed to review and offer recommendations to management.</li></ul> <p>Communication</p> <ul style="list-style-type: none"><li>•Developing and maintaining positive, constructive relationships with co-workers, and supervisors as well as partner agencies including Budget, Contracts and Purchasing offices and grant funding agencies.</li><li>•Working collaboratively with Law Enforcement Agencies throughout the State.</li></ul> <p>Planning and Organization</p> <ul style="list-style-type: none"><li>•Possessing initiative and the organizational skills necessary to organize workflow and coordinate activities.</li><li>•Independently scheduling tasks, gathering required data, resources and materials to complete work tasks.</li><li>•Prioritization and reorganization of work tasks so as to adapt workload to unanticipated changes.</li><li>•Working independently and utilizing own judgment in determining direction.</li></ul> <p>Technical Skills</p> <ul style="list-style-type: none"><li>•Microsoft Excel Intermediate Level</li><li>•Microsoft Outlook</li><li>•Microsoft Word</li><li>•Microsoft Access</li></ul>
<b>Knowledge, Skills and Abilities Recommended in this Position</b>	

**Description  
of Work**

45% \*Training Facilitation – Coordinate all administrative aspects required to conduct successful advanced training for law enforcement officers in Kentucky including scheduling and publicizing training opportunities for SFST, DRE and ARIDE training, examinations and evaluations; securing training facilities, scheduling instructors, exam proctors and students, managing travel and accommodations for participants including preparation of required pre-travel Budget Office documents; researching and recommending advanced train-the-trainer opportunities, maintaining and retaining records. Must work in collaboration with State DRE/SFST Program Coordinator in order to accomplish program objectives.

35% \*Grant and Contract Administration – Monitor and facilitate grant funding to meet programmatic requirements by managing, strategizing and implementing 100% spend down of all related funds to enhance program effectiveness and meet program deliverables. Prepare required grant quarterly, final and other reports as required for submission by grant manager to grant funder. Prepare and process all personal service contracts for contract instructors; review invoices prepared by instructors for accuracy and process for payment.

15% \*Customer Service – Develop and maintain constructive, positive relationships with Kentucky law enforcement personnel and promote and maintain a harmonious working relationship with all internal and external customers, stakeholders and partnering agencies; provide accurate information and advice in administrative issues within area of responsibility relating to SFST, DRE and ARIDE programs. Prepare and distribute required material for review by committee members well in advance of meetings; publicize training calendar and maintain Branch website training information. Serve in appropriate capacity on assigned committees.

5% \*Perform other duties as assigned.