



Job Description & Duty Statement for Accreditation Program Manager

Purpose of this Position

The Accreditation Program Manager is an independent contractor who oversees the California Police Chiefs' Association's statewide accreditation program for municipal police departments. This role includes managing the annual reporting requirements to the Department of Justice (DOJ) related to the grant received for this program. The Accreditation Manager will serve as the lead person for the Accreditation Commission and hire and supervise all assessors involved in the accreditation process. This position requires strong organizational skills, attention to detail, and a thorough understanding of accreditation standards and processes.

Reports to: Deputy Executive Director and CPCA Accreditation Commission

Key Relationships: suppliers, vendors, board members, and general membership.

Key Responsibilities & Roles

Accreditation Program Management:

- Oversee the implementation and maintenance of CPCA's accreditation program for municipal police departments.
- Develop and update accreditation standards, in concert with the Accreditation Commission, as well as policies and procedures to ensure compliance with national and state regulations.
- Coordinate accreditation activities and support municipal police departments throughout the accreditation process.
- Work with PowerDMS and implement and use their PowerAccred software to manage the program.
- Ensure that accreditation standards are updated as needed and that any mandated federal standards are also included.

DOJ Reporting:

- Manage the annual reporting process for the grant received by the Department of Justice.
- Ensure accurate and timely submission of all required documentation and reports.
- Monitor grant compliance and address any issues or discrepancies promptly.

Commission Leadership:

- Serve as the lead liaison for the Accreditation Commission.
- Organize and facilitate commission meetings, including preparing agendas, materials, and minutes.
- Act as a liaison between the commission and municipal police departments, ensuring clear communication and support.

Assessor Oversight:

- Recruit, train, and supervise assessors who conduct accreditation evaluations.

- Coordinate assessment schedules and ensure assessments are conducted consistently and in accordance with established standards.
- Review and approve assessment reports, providing feedback and guidance as necessary.

Program Evaluation and Improvement:

- Continuously evaluate the accreditation program and identify areas for improvement.
- Develop and implement strategies to enhance the effectiveness and efficiency of the program.
- Stay informed about industry best practices and integrate them into the accreditation process.

Stakeholder Engagement:

- Build and maintain strong relationships with municipal police departments, the Accreditation Commission, members of Accrednet and other stakeholders.
- Provide training, resources, and support to departments seeking accreditation.
- Represent the accreditation program at conferences, meetings, and other events.

Qualifications:

Experience and Education:

Any combination equivalent to experience and education that provides the required knowledge, skill, and ability qualifies. A typical way to obtain the knowledge, skills, and abilities would be:

- A bachelor's degree from an accredited college or university with major coursework in criminal justice, public administration, or a related field is preferred.
- Five years of experience in policing, public administration, or accreditation management and a proven track record in managing accreditation programs and reporting to government agencies.

Skills:

- Strong knowledge of accreditation standards and procedures.
- Excellent organizational and project management skills.
- Superior communication and interpersonal skills.
- Ability to lead and manage a team effectively.
- Proficient in Microsoft Office Suite and accreditation management software.

Other Requirements:

- Ability to travel statewide as required.
- Valid driver's license.

This is a contract employee/employer relationship.

Contract Details Include:

- Duration: Yearly

- Hours: Full-time
- Compensation: The annual contract rate of \$80,000 will be paid monthly.
- Location: Remote

The California Police Chiefs Association is an equal opportunity employer and values diversity in our workforce. We encourage all qualified candidates to apply.

If you are interested in applying for the position, please send your resume to Sara Edmonds, Deputy Executive Director, at sedmonds@californiapolicechiefs.org