



Town of Mooresville

Recruitment Announcement

September 9, 2009

Position: **Accreditation Manager/Analyst**

Department: **Police Department**

Salary Range: **\$34,251 - \$53,567**

Application Deadline: **September 16, 2009**

Description:

An employee in this position assists the Chief of Police and other administrative and command staff in the development, research and implementation of general and specific programs and activities. They will serve as a member of the Chief's management team. This position will manage and coordinate departmental activities related to the international accreditation process, develops proofs of compliance for CALEA standards, prepares policy drafts, prepares written documentation and reports, maintains computer databases, develops and revises agency forms, coordinates on site assessments and inspections, tracks the submission of CALEA required administrative reports, and works closely with staff on policy review. This position will attend NCLEAN meeting and CALEA conferences, which require overnight travel.

Minimum Requirements:

High school diploma supplemented by courses specifically related to police accreditation. Any combination of training and experience that would likely provide the required knowledge, skills, and abilities is qualifying. Must be able to demonstrate a high degree of accuracy and be detail oriented.

Hours:

40 hours/week

Other Information:

Physical activity related to this position may include sitting, standing, climbing, stooping, pushing, pulling, kneeling, walking, and repetitive motions. The employee must be able to lift up to 25 lbs.

How to Apply:

Applications will be accepted at the Human Resources Department, 413 N. Main Street or NC Employment Security Commission, 470-A N. Broad Street, Mooresville, NC. Applications can also be downloaded from the website: www.ci.mooresville.nc.us. Resumes will NOT be accepted in lieu of a Town of Mooresville application and applications will NOT be accepted after the closing date.

Benefits:

Paid vacation leave plus 11-12 paid holidays; excellent medical, dental and vision insurance; local government retirement; 401(k); life insurance; flexible spending accounts; direct deposit.

An Equal Opportunity Employer