

COUNCIL ON LAW ENFORCEMENT EDUCATION AND TRAINING

Assistant Director Job Description

Ada, Oklahoma

October 20, 2011

The Council on Law Enforcement Education and Training (CLEET) is seeking to fill the position of Assistant Director. CLEET's mission is "To provide basic and continuing education training for Oklahoma Peace officers and to license and regulate the private security industry." CLEET is a progressive and highly visible organization committed to the goal of being the best law enforcement training facility in the nation.

Appointed by the CLEET Council, the Assistant Director reports directly to the Executive Director and will serve as the Chief of Administration, directly responsible for all functions within the Administrative Division, including:

- Budget/Finance
- Private Security
- Facility Management

In addition, the Chief of Operations will report to the Assistant Director regarding activities within the Operations division, including:

- Basic Law Enforcement Training
- Continuing Education Programs
- Curriculum Development
- Support Staff Functions
- Field Representative Operations

The Assistant Director may serve as an instructor in CLEET schools; attend and represent the Council at legislative functions; represent CLEET at organizational, business, and community functions; assist in drafting legislation, administrative rules, policies and procedures; serve as Director in the Executive Director's absence; and perform other duties as assigned.

The Assistant Director must meet the following minimum qualifications:

1. An earned doctorate or masters degree from an accredited institute of higher learning, and three years experience as a full-time certified peace officer in the State of Oklahoma; or
2. A Bachelors degree in law enforcement, criminal justice, education or management from an accredited institute of higher learning and five years experience as a full-time certified peace officer in the State of Oklahoma; or
3. An Associate degree in law enforcement, criminal justice, education or management from an accredited institute of higher learning and 10 years of experience as a full-time certified peace officer in the State of Oklahoma, serving at least five years in management.