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# NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, national origin, limited English proficiency, sex, sexual orientation, gender identity, age, religion, disability, or low-income level.*

**DATE:** May 23, 2025

**JOB VACANCY MEMORANDUM NO.** 25-17

**TITLE:** Leadership Training Specialist

**ELEMENT OF ASSIGNMENT:** Training Division/Professional Training Unit

**PAY RANGE:** 56

**STARTING MONTHLY SALARY:** \$5,491

**VACANCY STATUS:** Vacant

**EXPIRATION DATE:** June 6, 2025

**REQUIREMENTS:**

This position will enhance the Kansas City, MO, Police Department's learning and leadership development initiatives while fostering strategic institutional relationships to drive research-based advancements.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Learn, design, and deliver impactful training that helps develop organizational leaders and strengthen culture.
2. Conduct Train the Trainer and mentoring to develop other department members to facilitate content and support efforts.
3. Develop and foster institutional relationships to drive research-based advancements. (see attachment for example)
4. Evaluate training effectiveness and organizational impact. Continuously refine programs based on feedback and performance data.
5. Assist in scheduling and overseeing training staff activities to support the preparation, delivery, and analysis of training initiatives.

6. Advise the command group on the effectiveness of department communication and information delivery initiatives and their perceived impact on affected members.
7. Perform related duties as required.
8. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the position's essential functions, the incumbent must possess an undergraduate degree and extensive experience in developing and delivering training to police, with the ability to develop other facilitators. At least three years of experience as a law enforcement officer is preferred. The incumbent must also have experience working with outside research and data-gathering teams. Multiple and diverse content facilitation certifications would be desirable to demonstrate a well-rounded trainer.

**Physical Requirements:** This position requires some sedentary work at a desk as well as standing, printing and teaching. Incumbents may be required to sit for prolonged periods of time, use the telephone extensively and type on a personal computer extensively.

**Job Location:** (Place where work is performed.)

The position operates primarily in the Regional Police Training Academy.

**Equipment:** (Machines, devices, tools, etc., used in job performance.)

- High-Capacity Lap Top Computer
- Appropriate Classroom AV

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Major Jonathan Patton, Training Division Office** by no later than **JUNE 6, 2025**.

Outside applicants interested in being considered for the position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **JUNE 6, 2025**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

<https://kcpd.maps.arcgis.com/apps/instant/lookup/index.html?appid=2e0311b882d84e6cb8ed17fc15539761>

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a CVSA, post-offer physical examination and routine drug screen.

*Captain Justin Pinkerton*

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Commander, Employment Unit