

Position: LEADRS Specialist

Location: Austin, Texas (must be Austin based)

Date Posted: July 6, 2010

Closing Date: August 6, 2010

Salary: Starting Salary \$45,000
Commensurate with experience

Benefits: Excellent health and retirement benefits.

Education Requirement: Bachelor's degree from an accredited college or university and (5) years experience in law enforcement as a licensed peace officer. Additional experience as previously indicated may be substituted for education on a year per year basis.

Required Experience: 1. **Applicant must be a certified peace officer.** 2. Law enforcement experience in the field of DWI enforcement. 3. Experience in Training Law Enforcement

Preferred Skills and Abilities. 1. Business or Computer related degree. 2. Have strong verbal and written communication skills. 3. Be willing to travel up to 50% of the time. 4. Excellent computer skills including knowledge of Microsoft Office applications. 5. Working knowledge of computer programming and SQL language. 6. Ability to work in a strong team environment. 7. Professional attitude and appearance. 8. Bilingual skills in Spanish are highly favorable. 9. TCLEOSE certified instructor. 10. Knowledge and use of the Texas LEADRS system.

Job Description: The successful applicant will act as a liaison between stakeholders in the fields of law enforcement, the traffic safety community, and other related disciplines. They will support the Texas Highway Traffic Safety Plan and Texas LEADRS (DWI online reporting system). The LEADRS Specialist will perform the following duties:

1. Contact and provide operational and technical assistance to Law Enforcement on the LEADRS program.
2. Work closely with the individual TxDOT Traffic Safety Specialists (TSS) and keep them informed of all contacts and trainings in their districts.
3. Promote other TMPA/TXDOT grants while in the field.
4. Serve as an expert in traffic enforcement strategies and DWI enforcement.
5. Provide timely information on traffic laws and available training programs to law enforcement agencies and stakeholders.
6. Coordinate liaison activities with other TxDOT, HSP program partners and program coordinators.
7. Assist in developing and conducting traffic safety meetings, summits, conferences, training sessions, etc.
8. Compose and provide articles for newsletters and periodicals.
9. Be a spokesperson for TxDOT traffic safety programs.
10. Encourage the frequent and effective use of traffic safety public information and education materials to gain community involvement and public support for increased law enforcement efforts.
11. Assist TMPA staff in maintaining program files and records.
12. Help assist with planning and promotion of Steering Committee Meetings.

13. Other duties as assigned.

This is a grant funded position and must be renewed yearly for employment.

The Texas Municipal Police Association (TMPA) is an equal opportunity employer.

Resumes may be mailed or emailed to:

Texas Municipal Police Association
6200 La Calma STE# 200
Austin, Texas 78752
Attn: Ken Smith
Email: ken.smith@tmpa.org

TMPA is an equal opportunity employer