

**INDIANA LAW ENFORCEMENT ACADEMY (ILEA)
EXECUTIVE DIRECTOR**

The Executive Director is responsible for the successful leadership and management of the Indiana Law Enforcement Academy according to the strategic direction set in conjunction with the Indiana Law Enforcement Training Board (ILETB).

A DAY IN THE LIFE:

LEADERSHIP

- Embrace, develop and carry out the vision and strategic plan as envisioned by the ILETB.
- Act as professional advisor to the Board in assessing external and internal issues that affect the Organization.
- Effectively translate and deliver the so-identified ILEA vision and mission throughout the Academy, law enforcement profession and State of Indiana.
- Perform as chief spokesman and representative of the Academy in response to professional, legislative, media and community requests for comment, testimony and input.

OPERATIONAL MANAGEMENT

- Develop an operational plan which incorporates goals and objectives to carry out the strategic direction of the Organization.
- Ensure that the operation of the Organization meets the expectations of Indiana law enforcement, the ILETB and community stakeholders.
- Oversee efficient operation of the Organization and the Academy campus.
- Draft policies and procedures for Board review and implement same.
- Maintain all records and documents as mandated by statute.
- Prepare meeting agendas and support material for ILETB.
- Serve as administrative hearing officer regarding certification investigations and rulings procedures.

PROGRAM PLANNING AND MANAGEMENT

- Develop and supervise curriculum continuity.
- Maintain familiarization of professional best practices, advanced research, adult educational theory and state-of-the-art instructional techniques to ensure ILEA compliance and application.
- Monitor development and delivery of instruction content to conform with ILEA vision and mission.
- Undertake special projects, research and services in support of not only the ILEA vision and mission but also to the benefit of the law enforcement profession.
- Act as liaison with other law enforcement training facilities, professional organizations, industry representatives, governmental authorities and higher education research and publishing entities on a national level.

HUMAN RESOURCES PLANNING AND MANAGEMENT

- Recruit ILEA staff and trainees.
- Oversee and review implementation of human resources policies, procedures, practices and job descriptions and ensure that staff and trainees meet or exceed expectations.
- Develop on-going in-service training for instructional staff.
- Implement annual staff performance review process.
- Provide instructional support to staff.
- Hire, promote, discipline or dismiss staff when appropriate and in accordance to established guidelines and rules.

FISCAL PLANNING AND MANAGEMENT

- Interact and work alongside with staff, ILETB Finance Committee and State of Indiana budget authorities to prepare and carry out spending priorities and plans.
- Seek out additional grants, gifts, financial, licensing and donation opportunities to augment ILEA budget.
- Approve expenditures within the authority of the Board.
- Participate in annual audits.
- Provide the Board with regular reports on expenditures and revenues of the Organization.
- Ensure the Organization complies with all taxation and withholding statutes and practices.

COMMUNITY RELATIONS AND ADVOCACY

- Communicate with stakeholders to keep them informed of the work of the Organization and to identify changes in the community served by the Organization.
- Establish good working relationships and collaborative agreements with community groups, funders, political entities and other organizations to achieve the goals of ILEA.

WHAT WE ARE LOOKING FOR:

- Bachelor's degree required.
- Graduate or advanced education preferred, including law enforcement certification.
- Five years command, executive or administrative leadership experience.