



DEPARTMENT NOTICE

21-070
05/05/21

Position Opening: Leadership Development Coordinator

The Training Division is seeking qualified applicants for Leadership Development Institute (LDI) Coordinator. The LDI Coordinator will work within the Professional Development Unit (PDU). There is 1 position available.

The mission of the LDI is to develop shared leadership through interdependence and teamwork and provide members with the knowledge and skills to lead without the "Stars and Bars." Through facilitated discussions, open respectful dialogue, dynamic engagement and shared experiences, each student will have an opportunity to develop in a positive learning environment. The LDI Coordinator will be responsible for the continued education, training and professional development of Department members.

Duties include but are not limited to:

- Coordinating LDI cohorts to include scheduling with presenters, contracts, curriculum and marketing. Additionally, duties include managing budget, supplies and materials.
- Facilitating selection process of future cohorts, including applications process, scheduling and facilitating interviews.
- Update and/or create Department Notices regarding other leadership development opportunities (Command College, FBI Academy).
- Coordinating, posting and receiving applications for, and scheduling of applicants to the Sherman Block Leadership Institute (SLI).
- Teach CA POST Learning Domains related to leadership.
- Provide mentorship and career development guidance to members.

Scheduling:

The LDI Coordinator will have a choice to work:

- Day shift - (10-hour days), Monday- Thursday or Tuesday- Friday
- Or
- Day shift - (8-hour day), Monday – Friday

Members may be required to adjust their schedules for special assignments, events or trainings.

Minimum Qualifications:

- Hold the rank of **Sergeant, Inspector or Assistant Inspector.**
- Must have a minimum 3 years of experience as a Sergeant or Inspector.

Additional desirable qualifications include:

- A positive personnel history including performance evaluations, DABOR, Internal Affairs disciplinary record, EEO history, DPA complaints, and lawsuit history.
- Interest in professional and personal development.
- Completion of POST or other leadership courses (SLI, Blue Courage Inclusive Leadership, etc.)
- Completion of Academy Instructor Development course, Training Division- Leadership Development Coordinator.

Selection Procedures

Step 1: Deadline

- **The application deadline will be 30 days after the Department Bulletin's issuance date.**

Step 2: How to Apply

1. Email Application (blank application attached): to SFPDHR@sfgov.org **Subject: LDI**
Once your application is received, you will receive a confirmation email within 1 business day.

Note:

- Resumes are optional and may include work experience, education, POST course work, awards, special skills and references.
- Applicants who previously applied for positions within this unit, and who were not selected shall re-apply if still interested in the positions.

Step 3: Selection Process


The selection process will consist of:

- A review of submitted applications and resumes (if included) to ensure all applicants meet the minimum requirements.

- Candidates who meet the minimum qualifications will be invited to participate in an oral interview. Please email SFPDHR@sfgov.org with any questions.
- An oral interview.

Once a candidate is selected, the process is complete. If additional positions in the unit become available a new notice will be issued.

Applicant for this assignment must be able to perform the essential job functions of a sworn member with or without reasonable accommodation. Members should contact the Department's Americans with Disabilities Act Coordinator, Penny Si, at 415-837-7221 with any questions regarding the essential job functions of a sworn member as they relate to reasonable accommodations.


WILLIAM SCOTT
Chief of Police

Per DN 20-150, all sworn & non-sworn members shall electronically acknowledge this Department document in PowerDMS. Members whose duties are relevant to this document shall be held responsible for compliance. Any questions regarding this policy should be made to sfpd.writtendirectives@sfgov.org who will provide additional information.

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Date: _____

Name: _____

Star#: _____

Last

First

MI

Contact Information:

cellphone _____

email _____

Current Schedule & Days off: _____

Previous Law Enforcement Experience:

Dept/Agency(s) _____

Position/rank _____ Years _____ Months _____

Dates of Appointment (previous Dept/ Agency):

Start Date _____ End Date _____ Years _____ Months _____

Date of Appointment (SFPD):

Officer Start Date _____ End Date _____ Years _____ Months _____

Probation End Date _____

Current Assignment: _____ Start Date _____ Years _____ Months _____

Supervisor: _____

Commanding Officer: _____

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Education:

Training:

Department Experience (List previous assignments and length of time assigned):

Relevant experiences, special knowledge, skills and/or abilities:
