

**POSITION ANNOUNCEMENT****CRIMINAL JUSTICE INSTITUTE  
UNIVERSITY OF ARKANSAS SYSTEM****Program Manager  
Traffic Safety/Law Enforcement Training Program**

Qualified applicants are sought to manage the Criminal Justice Institute's Traffic Safety/Law Enforcement Training Program. The Arkansas State Police Highway Safety Office provides grant funds from the National Highway Traffic Safety Administration (NHTSA) to support the Criminal Justice Institute's Traffic Safety/Law Enforcement Training Program, the central source of nationally recognized traffic safety certification courses for Arkansas law enforcement.

Available programs include:

- DWI Detection and Standardized Field Sobriety Testing
- Drug Recognition Expert Instructor Development
- Drug Recognition Expert
- Drugged Driving
- Standardized Field Sobriety Testing Instructor Development
- Standardized Field Sobriety Testing Refresher
- Traffic Occupant Protection Strategies
- Advanced Roadside Impaired Driving Enforcement

**Job Description:** The Program Manager plans, directs, coordinates, and evaluates activities of the day-to-day operations of the Arkansas State Police, Highway Safety grant projects to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters by performing program duties personally or through program staff. The Program Manager plans, directs, coordinates, and evaluates activities of the day-to-day operations of grant projects to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters. Duties include acting as an interagency liaison, submitting project reports, fulfilling administrative requirements of the grant, coordinating and certifying all training sessions, providing training materials, and reviewing instructor certification. This individual also oversees scheduling, submits certification forms, and coordinates with law enforcement agencies regarding the project. Statewide and national travel is required. A criminal history record check is required for this position.

**Salary:** To high \$40's depending upon experience and qualifications.

**Qualifications:** Bachelor's degree in Criminal Justice, Public Administration or related field (Master's Degree preferred) from an accredited college or university, experience with delivering training and education programs, and demonstrated ability to conduct effective liaisons with the law enforcement community. Applicants must have a minimum of five years management experience. Supervisory experience within a law enforcement/criminal justice agency preferred. Must possess experience in the areas of training, education, research, and project development and implementation. Experience in impaired driving training, recognition, and enforcement preferred.

1/28/20

Other combinations of education and/or experience may be considered for the position.

**Closing Date:** This position will remain open until filled.

**To apply:** Application letter, Criminal Justice Institute application (available at [www.cji.edu](http://www.cji.edu)), résumé and the names and addresses of three professional references should be sent to [cdwaddle@cji.edu](mailto:cdwaddle@cji.edu) or Criminal Justice Institute, Attn: Human Resources, 26 Corporate Hill Drive, Little Rock, AR 72205.

***The Criminal Justice Institute, a division of the University of Arkansas System, is an equal opportunity affirmative action employer.***