



Law Enforcement Support Agency
invites applications for the position of:

LARIAT Program Coordinator

An Equal Opportunity Employer

SALARY

Annually
\$93,600.00 - \$113,776.00

OPENING DATE: 01/04/10

CLOSING DATE: Open Until Filled

POSITION DESCRIPTION:

The Law enforcement Support Agency (LESA) is accepting applications for a LARIAT (LESA Accelerated Response using Integrated Analysis and Technology) Program Coordinator. **The LARIAT Program Coordinator is a dedicated, grant funded position. The grant is from the Economic Stimulus program and is funded for two years, beginning August 1, 2009.** While LESA will attempt to secure successive funding, there is no guarantee of employment beyond the end of the grant. The grant program, known as LARIAT, is based on a new and somewhat revolutionary concept of delivering tactical crime information to officers and detectives in the field – in real time and while the criminal event is still being responded to, or is in the initial phases of the investigation.

The LARIAT Program Coordinator reports directly to the LESA Deputy Director and is responsible for a wide variety of activities related to the creation of the LARIAT Center – the day-to-day operations of the Center, as well as Center creation and community outreach.

ESSENTIAL FUNCTIONS:

- Responsible to plan, develop, administer, implement and promote a wide variety of activities related to the implementation and on-going activities of the LARIAT Center
- Participate in the recruiting, hiring and training of new LARIAT employees. Supervise and evaluate employees assigned to the LARIAT Center; prepare written evaluations and performance standards for employees; take appropriate action to assure employee performance meets standards and represents the Agency in a professional manner
- Participate in the equipment procurement process; become familiar with agency rules and regulations pertaining to same
- Create and track benchmark objectives for the purpose of clearly demonstrating effectiveness
- Develop and manage the implementation of complex technical systems,

- such as video streaming and alarm technologies; monitor for effectiveness; suggest and implement “mid-stream” changes to ensure eventual success
- Develop LARIAT program goals and objectives and administer program activities in a manner to assure goals and objectives are met
- Plan, administer, and coordinate an employee training system to facilitate LARIAT goals integral to the program
- Work with LESA employees, employees of partner agencies, consultants, businesses and individual citizens to identify and define LARIAT issues and problems
- Develop program operating procedures and continuously analyze for program effectiveness; initiate and/or make recommendations for revisions as necessary
- Develop and foster relationships with local community groups and businesses in accordance with LARIAT objectives. Plan, organize and conduct employee, community and business group meetings to disseminate information, encourage responsiveness and participation in LARIAT plans and objectives
- Consult and recommend changes or enhancements to LARIAT operational guidelines to LESA Deputy Director
- Ensure program compliance with grant or funding source requirements. Includes preparing timely reports to funding entities, including the federal government
- Develop and organize a successive funding plan for after the termination of federal funding of the LARIAT Center

**KNOWLEDGE,
SKILLS &
ABILITIES:**

- Principles and practices of program operations, including development, planning, coordination, monitoring, evaluation and problem solving
- Basic personnel management and supervisory practices, volunteer recruitment and management
- Grant administration
- Research methodology, data collection, analysis and reporting
- Significant understanding of law enforcement operations and practices
- Above average technical skills in such areas as data mining, video streaming and other advanced technologies. Video technologies integration experience highly desired
- Computer skills including knowledge of and experience with computer databases such as: Access, SQL Server and Oracle. Strong working skills and experience with Microsoft Office products, GIS mapping (ESRI products preferred), and data mining

**EDUCATION &
EXPERIENCE:**

Any combination equivalent to: Four year degree from an accredited college or university. Up to two years of the four year degree may be substituted with relevant work experience. Prior law enforcement work is strongly desired and intelligence or statistics experience preferred.

**SELECTION
PROCESS &
SUPPLEMENTAL
INFORMATION:**

Interested individuals must submit a completed employment application packet, required supplemental questionnaire, and should attach a resume and cover letter that includes major responsibilities and accomplishments related to this position.

Due to the confidential nature and demands of this position candidates must possess an exemplary personal history. A background investigation will be conducted which includes a self-assessment survey, oral interview, polygraph examination and psychological evaluation. Appointment may be subject to passing a pre-employment medical examination which may include a drug screen.

Submit all of the following materials to apply:

[Job Application](#)

[Supplemental Questionnaire](#)

APPLICATIONS MAY BE OBTAINED AND
FILED ONLINE AT:
www.lesa.net

Job #2751-09
LARIAT PROGRAM COORDINATOR

ALTERNATIVE FORMAT MAY BE OBTAINED
AT:

LESA Administration Division
955 Tacoma Ave. S., Suite 102
Tacoma, WA 98402
253-798-2358

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