



Law Enforcement Training Advisory Commission

840 S. Spring Street, Suite B • Springfield, IL 62704

Phone (217) 726-7014 • Fax (217) 726-7833 • Email letac@mtu10.com • Website www.letac.org

Bruce A. Liebe, Director

MTU 10 Offsite Training Coordinator

The Law Enforcement Training Advisory Commission, MTU #10 is accepting applications for an independent contractor position as “Offsite Training Coordinator” with a max of 789 hours per fiscal year at \$30.00 an hour. Maximum annual contract amount: \$23,680.

This candidate must be someone who can work on an “as needed” basis at LETAC’s Springfield office and to act as a liaison between our Springfield office and our other training sites, mainly in Decatur, but also in Clinton, Taylorville, Litchfield, Havana, and other sites around our 8-county region.

The incumbent would assist LETAC staff with data entry for LETAC records, Illinois Law Enforcement Training and Standards Board data submission, filing, inventory, annual audit, and assist with preparation for classes both at LETAC and at offsite venues.

This candidate would assist with offsite training when needed. This would entail coordinating with MTU 10 Director and staff to come to the LETAC office a day or two prior to offsite classes, pick up registration paperwork, handouts, and any training aids required, (all prepared by office staff) show up at the offsite class locations an hour prior to the class starting time to make coffee, greet the instructors, setup the training room & A/V equipment, sign-in students, enter attendance into our database via laptop and print off certificates to hand out at the end of class on a portable printer (provided). This person would then be required to collect evaluation forms and any extra class materials upon class completion, and deliver them back to the LETAC office for our course files. The individual would need to be available by phone all day in case the instructor needs additional on-site assistance, but would not necessarily be required to stay on site in the classroom.

When the incumbent is assisting with offsite class coordination, “free” time between the start of the day and the end of the day may be utilized to assist the office staff with certain paperwork that can be done offsite on the laptop (provided), and/or visiting with local department heads as an MTU liaison/ambassador

We anticipate the person in this position will need to work approximately 98 days a year to assist with administrative and operational tasks. This can be accomplished in under 789 hours, and with the exception of assisting with offsite class coordination and occasional time-sensitive administrative tasks, work hours are flexible. Classes are scheduled no less than a month in advance, more often several months in advance, so availability can be easily planned.

Ideal candidate would be dependable, have a flexible schedule, excellent communication skills, above-average computer skills – including trouble-shooting abilities with A/V equipment, and working knowledge of Microsoft Office Suite (Outlook, Word, Excel, and Access), experience with the law enforcement community, good people skills, reliable transportation suitable for transporting required class materials, and sufficient physical strength and ability to lift paper boxes and transport heavy training equipment to and from training sites.

Contractor would work out of LETAC’s Springfield office. No payment would be approved for the time used to travel between home and the office, only for travel time between home and training site or the office and training site. The proposed contractual hourly rate of pay considers the personal mileage this position is expected to require and to compensate accordingly. A one-year contract will be offered, with an option to renew for additional years at the contract’s end.



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Interested parties should submit a letter of interest and a copy of their resume to Director Bruce Liebe at MTU 10, no later than 4:30 p.m. on October 11, 2024. Resumes will be reviewed, and top applicants called to interview. The final decision will be made no later than October 18, 2024.