

Oklahoma Department of Corrections  
Unclassified Job Descriptor

## **MASTER FIREARMS INSTRUCTOR**

### **Basic Purpose:**

Positions in this job are assigned responsibilities for conducting specialized training and staff development.

### **Typical Functions:**

- Provides training and instruction for specialized courses (such as, but not limited to, basic firearms qualification, specialized firearms qualification, firearms safety, range safety, range maintenance and construction) within the agency. May assist with provision of training at a facility/region level.
- Conducts job analysis and assessments to evaluate employee training needs and evaluates training programs.
- Designs, develops and updates training courses and curriculum; conducts research as necessary; prepares lesson plans, participant manuals, videos, graphics using adult education and training principles and techniques.
- Prepares training reports and maintains training records on participants.
- May provide supervision to other firearms instructors in planning and conducting training programs.
- Coordinates department or division training or organizational training programs.
- Manages contracts with service providers.

### **Knowledge, Skills, and Abilities:**

Knowledge of adult education principles and techniques; of classroom and on-the-job training principles; of leadership and organizational principles; of problem solving; group facilitation and conflict resolution techniques. Ability is required to conduct classroom training, workshops or seminars; to communicate effectively both orally and in writing; to prepare lesson plans and other training materials; establish and maintain effective relationships with others; to design surveys and analyze survey results; and to conduct research using the internet and computer-based resources. Must be proficient in Microsoft Word, and PowerPoint.

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**Education and Experience:**

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree and two (2) years of experience in training, adult education, professional level law enforcement, or an equivalent combination of education and experience, substituting one year of the specified experience for each year of the required education.

Preferred Qualifications: Military/law enforcement background. Certifications from nationally recognized firearms training programs.

**Special Requirements:**

Extensive travel and occasional overnight stays are required. In order to perform necessary travel, applicant must possess a valid driver's license at the time of appointment and retain a valid driver's license while assigned to this job classification.