

PALOMAR COMMUNITY COLLEGE DISTRICT

DIRECTOR, PUBLIC SAFETY PROGRAMS

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Plan, organize, coordinate and direct the District's Public Safety Programs including police academies, fire academies, administration of justice and fire technology degree, certificate and transfer programs, in-service training for police and fire, and quarterly services for regional entry-level public safety testing; and manage the Palomar College Safety Training Center.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Dean of Career, Technical and Extended Education and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Plan, organize, administer, develop, implement and evaluate the programs, projects, services and activities of the District's Public Safety Programs to create effective learning environments for students; provide program analysis and participate in strategic and long-range instructional planning.
2. Recruit, train, schedule, assign, supervise and evaluate the work performance of assigned personnel; discipline personnel in accordance with established policies and procedures; serve as Chairperson for department tenure and evaluation committees.
3. Provide leadership for program development, including the conception, implementation, evaluation and revision of the curriculum.
4. Administer external accreditations and assure regulatory compliance with the California Commission on Peace Officer Standards and Training and the Office of the State Fire Marshal.
5. Consult with faculty and staff to design a schedule of credit, non-credit and contract education courses offered at multiple locations to meet the needs of students; review assignment of faculty and assistants to courses, monitor schedules and workload for accuracy through out the semester, and assure accurate and timely attendance reporting for all Public Safety Program courses.
6. Maintain current knowledge of new developments and innovations in Public Safety Programs; recommend changes to maintain relevance of programs and meet student and community needs; conduct instructional needs assessments as appropriate.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Public Safety Programs (Continued)

7. Monitor registration in program classes; recommend opening of new class sections and the cancellation of classes with low enrollment.
8. Assist instructors in establishing a classroom environment which promotes teaching and learning and respects persons of diverse cultural and ethnic backgrounds.
9. Plan, develop and administer short and long term plans and implement annual goals and objectives; develop and implement procedures for the maintenance, use and security of supplies and equipment.
10. Exercise leadership in the development of the program budgets and manage financial resources consistent with District policy and sound financial management principles, including monitoring revenue generated and expenditures to cities through revenue share contracts; approve expenditures.
11. Manage the overall facility operations of the Palomar College Public Safety Training Center, including facility planning, scheduled cleaning and maintenance, repair, recommend and monitor construction projects.
12. Assure that all programs, services and functions comply with federal, state and local codes, rules, regulations, ordinances and District policies and procedures.
13. Work cooperatively with other administrators and outside agencies to coordinate programs and services in appropriate discipline areas; assist in identifying outside funding sources and in preparing proposals and grant applications; and manage compliance and tracking of grant awards.
14. Serve as an advocate for the District and liaison with local, state and regional public safety agencies and organizations; assist in Public Safety Program articulation with the high school and other local, state and federal educational programs and agencies.
15. Communicate with leaders in the private and public sectors to determine needs for new course and programs; serve as chairperson for police and fire academy and in-service advisory Boards and other committees as appropriate.
16. Participate in shared governance through service on hiring, planning and/or operations committees and task forces.
17. Perform other duties as assigned or required.

QUALIFICATIONS

Knowledge of:

- Educational goals and objectives of public safety programs.
- Curriculum development.
- Statewide Title V matriculation regulations.
- Matriculation process, objectives, policies and regulations.
- District-wide administrative methods and procedures.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Public Safety Programs (Continued)

Knowledge of:

- Basic research methods and report writing techniques.
- Principles of business letter writing and report preparation.
- Budget preparation and control.
- English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Principles and practices of administration, supervision and training.
- Modern office procedures, methods and equipment including computers.
- Community College organization, operations, policies and objectives.
- Pertinent federal, state and local codes, laws and regulations.

Ability to:

- Oversee the management of Public Safety Programs.
- Manage the Palomar College Public Safety Training Center educational facility.
- Plan, organize, coordinate and direct instructional programs in the areas of fire and police education and training.
- Supervise, train and evaluate staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others; use discretion in handling difficult persons.
- Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
- Effectively respond to all situations/incidents using sound judgment and decision-making skills.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Prepare and control budget.
- Analyze situations accurately and adopt effective courses of action.
- Work independently with little direction; plan and organize work; meet schedules and timelines.
- Prepare reports by compiling and organizing data from a variety of sources.
- Maintain accurate and complete records.
- Work confidentially with discretion.

EXPERIENCE AND EDUCATION/TRAINING GUIDELINES

Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be the following:

Experience:

Five years experience in an educational setting including two years of administrative and supervisory responsibility; five years of demonstrate law enforcement experience including two years of supervision and management responsibility with a California P.O.S.T law enforcement agency.

PALOMAR COMMUNITY COLLEGE DISTRICT
Director, Public Safety Programs (Continued)

Education/Training:

Equivalent to a Master's degree from an accredited college or university with major coursework in education, police and/or fire sciences or related field.

License and/or Certificate:

California P.O.S.T. advanced and supervisory certificates; possession of, or ability to obtain, an appropriate valid California Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office and classroom environment; exposure to computer screens, noise and electrical energy; extensive contact with faculty, staff and students.

Physical Conditions:

Essential and marginal functions require maintaining physical condition necessary walking, standing and sitting for extended periods of time. Must be able to travel between campus facility and site locations.