

**PALOMAR COMMUNITY COLLEGE DISTRICT**

**Classification Title: Police Academy Director**

**Department:** Public Safety Programs

**FLSA Status:** Exempt

**Staff Category:** Administrative Association (Educational Administrator)

**Salary Range:** 68

**Supervision Received From:** Dean, Instructional, Career, Technical, and Extended Education

**Original Date:** July 2017

**Supervision Given:** Administrators, faculty, classified, and hourly employees in the Palomar College Police Academy

**Last Revision:** July 2017

*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.*

**JOB SUMMARY.**

Responsible for overall leadership and direction of the Palomar College Police Academy (“Academy”) and its instructional program in accordance with California Commission on Peace Officer Standards and Training (POST) regulations.

**DISTINGUISHING CHARACTERISTICS.**

The Police Academy Director is distinguished from the Police Academy Coordinator by its leadership of Academy and its instructional programs, whereas the latter classification oversees day-to-day Academy operations.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.** Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable District policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory activities.
2. Plans, organizes, administers, develops, implements and evaluate the programs, projects, services and activities of the District’s Police Academy to create effective learning environments for students; provides program analysis and participates in strategic and long-range instructional planning.
3. Provides leadership for program development, including the conception, implementation, evaluation and revision of the curriculum; integrates and sequences instruction for the Academy; manages instructional methods, testing, and remediation.
4. Administers external accreditations and assures regulatory compliance with POST.
5. Consults 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; reviews assignment of faculty and assistants to courses, monitors schedules and workload for accuracy throughout the semester, and assures accurate and timely attendance reporting for all Police Academy courses.
6. Ensures the Academy’s scenario testing follows POST learning domains and provides a safe training environment to perform the practical scenario applications.
7. Maintains documentation of satisfactory completion of the minimum standards required for the Academy’s faculty and staff positions in compliance with POST regulations.

8. Maintains current knowledge of new developments and innovations relevant to law enforcement education; recommends changes to maintain relevance of the Academy's programs and meet student and community needs; conducts instructional needs assessments as appropriate.
9. Monitors registration in Academy classes; recommends opening of new class sections and the cancellation of classes with low enrollment.
10. Plans, develops and administers short- and long-term plans for the Academy and implements annual goals and objectives; develops and implements procedures for the maintenance, use and security of supplies and equipment.
11. Exercises leadership in the development of the Academy's program budgets and manages financial resources consistent with District policy and sound financial management principles, including monitoring and approving expenditures; allocates scarce resources among competing requests for funds.
12. In conjunction with the District's Fire Technology program, manages the overall facility operations of the Palomar College Public Safety Training Center including facility planning, scheduled cleaning and maintenance, and repair; recommends and monitors construction projects.
13. Ensures that all Academy programs, services and functions comply with federal, state and local codes, rules, regulations, ordinances and District policies and procedures.
14. Works cooperatively with other District administrators and outside agencies to coordinate Academy programs and services with other applicable programs and services of the District.
15. Assists in identifying outside funding sources and in preparing proposals and grant applications; manages compliance and tracking of grant awards.
16. Serves as an advocate for the District and liaison with local, state and regional public safety agencies and organizations; assists in Academy articulation with local high schools and other local, state and federal educational programs and agencies.
17. Communicates with leaders in the private and public sectors to determine needs for new courses and programs; serve as chairperson for Academy and in-service advisory boards and other committees as appropriate; attends consortia and workshops relevant to assigned areas of responsibility.

**Marginal Functions:**

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

**QUALIFICATIONS.**

**Knowledge of:**

1. Managerial principles and practices, including supervision and training.
2. Budgeting principles and practices.
3. Project management principles and practices.
4. Policies and objectives of assigned program and activities.
5. Educational goals and objectives of a police academy.
6. Curriculum development.
7. Statewide Title V matriculation regulations.
8. Matriculation process, objectives, policies and regulations.
9. Administrative methods and procedures relevant to oversight of a police academy.

10. Research methods and report writing techniques.
11. Principles of business correspondence and report preparation.
12. English usage, spelling, grammar and punctuation.
13. Interpersonal skills using tact, patience and courtesy.
14. Modern office procedures, methods and equipment including computers and applicable software programs.
15. Organization, operations, policies and objectives of police academies and community colleges.
16. Pertinent federal, state and local codes, laws and regulations, including relevant sections of the California Education Code, the California Code of Regulations, and POST regulations.

**Skill in:**

1. Supervising, training and evaluating the work of others.
2. Planning, organizing, coordinating, and directing instructional programs in the areas of police education and training.
3. Utilizing a computer and related software applications.
4. Analyzing and troubleshooting difficult situations accurately and adopting an effective course of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Interpreting complex data and information.
7. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
8. Communicating clearly and concisely, both orally and in writing.
9. Mediating difficult and/or hostile situations.
10. Preparing and administering department budgets.
11. Working independently with little direction.
12. Preparing and maintaining detailed records and prepare reports, proposals, policies, and programs.
13. Establishing and meeting schedules and timelines.
14. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
15. Exercising a high degree of tact, diplomacy and discretion in dealing with sensitive, complex and confidential issues.
16. Operate office equipment including computers and supporting word processing, spreadsheet applications and presentation programs.
17. Effectively respond to all situations/incidents using sound judgment and decision-making skills.
18. Prepare and control budget.
19. Analyze situations accurately and adopt effective courses of action.

**Experience and Training Guidelines**

**Must meet one of the sets of qualifications listed in a) through c) below:**

- a. A master's degree and one year of formal training, internship, or leadership experience reasonably related to the position.
- b. A bachelor's degree in administration of justice or a closely related field and six years of full-time equivalent professional law enforcement experience.
- c. An associate's degree in administration of justice or a closely related field and nine years of full-time equivalent professional law enforcement experience.

**In addition to the above qualifications. must possess the following licenses/certificates at time of appointment:**

1. A California Peace Officer Standards and Training (POST) Management Certificate.
2. A current, valid California driver's license.

**Preferred Qualifications**

Prior experience working in a police academy environment or as a police training facilitator at a sheriff's or municipal police department.

**WORKING CONDITIONS.**

**Environmental Conditions:**

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

**Physical Conditions:**

Essential functions may require maintaining physical condition necessary for extensive use of a computer keyboard; maintaining physical condition necessary for ambulating for extended periods of time; and visual acuity for creating computer-generated work and reading printed materials. Requires travel to District and other locations.