

DIRECTOR, PUBLIC SAFETY EDUCATION & TRAINING**GENERAL DESCRIPTION OF CLASS**

Under the direction of assigned administrator, administers classes, programs, and student services offered by the Public Safety Education and Training Center, to include Law Enforcement Academies (Regular Basic, State Parks, Fish and Wildlife), Fire Academy, Fire Science, and Administration of Justice; develops course schedules and supervises faculty and classified staff to ensure educational objectives are met; performs related work, as required.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Supervises academic and classified personnel in the Training Center to ensure that educational objectives are met. *
2. Projects staffing needs; supervisory duties include assigning and reviewing work; maintains standards; coordinates activities; selects and hires new employees; acts on employee problems and recommends employee disciplinary actions as appropriate. *
3. Reviews the work of subordinates for effectiveness, completeness, and accuracy; makes recommendations and offers advice and assistance as needed. *
4. Identifies, develops, evaluates, and implements program goals, objectives, and policies; revises and expands the curriculum of Center programs as necessary to meet the needs of the community.*
5. Prepares the Center's schedule of classes; provides teaching schedules, loads, and room schedules for both day and evening classes; assigns teaching assignments; prepares, and revises course outlines, new course proposals and educational programs; revises college catalog information related to the Center. *
6. Develops, evaluates, and staffs all outreach programs and courses offered by the Center. *
7. Develops and oversees the maintenance of Center facilities and resources. *
8. Participates in the annual budget planning process; prepares and administers a comprehensive budget for the Center. *
9. Monitors expenditures to ensure compliance with budget allocations for programs and projects and assists in preparing grant proposals and applications for additional funding. Identifies and evaluates grant opportunities. *
10. Reviews and approves textbook and supply orders, travel requests, invoices, and requisitions. *
11. Supervises, trains, evaluates, identifies, and resolves staffing issues and/or concerns; partners with Human Resources and referencing the references employee group's collective bargaining agreement (CBA); determines courses of action related to employee discipline up to and including termination.*
12. Maintains contact and communication with all law enforcement and fire service agencies to keep abreast of current requirements, trends, policies, and procedures; coordinates activities and programming with the California Commission on Peace Officer Standards and Training (P.O.S.T.), the California Board of Corrections, the California State Fire Marshal's Office, California Department of Parks and Recreation, California Department of Fish and Wildlife, and the California Specialized Training Institute. *

13. Prepares and submits reports as required by administration and other agencies. *
14. Teaches classes as assigned. *
15. Facilitates meetings of the Center's advisory committees; attends and travels to administrative and industry related, off-campus meetings as required. *
16. Assists with the marketing and advertising of Center courses; receives and responds to inquiries regarding programs and procedures. *
17. Schedules and coordinates law enforcement and fire service refresher training as required by state regulatory agencies. *
18. Onboards, orients, and trains new staff in their essential duties and responsibilities. *
19. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
20. Initiates and maintains positive relationships with other departments and members of the College community. *
21. Serves on a variety of District committees as requested.
22. Performs related work that supports the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- Master's degree and 1 year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; **OR**
- Bachelor's degree and 2 years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment; **OR**
- Associate's degree and 6 years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

AND

- Five (5) years of management experience as a sworn officer in law enforcement

DESIRED QUALIFICATIONS:

- Prior experience working in a law enforcement or fire science academy; **OR**
- Prior experience as a training facilitator or coordinator in a law enforcement or fire service agency.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)**Knowledge of:**

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Laws and ordinances pertaining to the specific responsibilities of the position.
- Program development and administration.
- Supervisory and managerial concepts and principles.

- Theories, principles, and best practices in supervision and training of assigned staff.
- Instructional programming development theories and methods of implementation.
- Public service systems.
- Pertinent federal, state and local laws, codes and regulations including Vehicle Code, Penal Code and Education Code as well as all laws pertaining to crime reporting, victim's rights and public disclosure, including the Clery Act.
- The structure, functions, and inter-relationships of state and local public agencies and organizations.
- Modern office management methods, techniques, and technology.
- Proper report preparation and writing.
- Analysis and evaluation of programs and services.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Budget preparation and oversight.
- Modern office practices, procedures, and equipment including computers, peripheral equipment, and a variety of software applications.
- Microsoft Office Suite (Word, Excel, Outlook).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Read, understand, interpret, and apply department and program rules, regulations, policies, and procedures.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations and policies through effective supervision and leadership.
- Supervise, manage, direct, train and evaluate department employees.
- Motivate and provide supervision and leadership to a diverse group of professionals and classified staff.
- Assess the educational needs of a community.
- Plan and coordinate the most effective use of faculty, staff, facilities, and resources to achieve program goals.
- Comprehend and stay current with the theories of and practices in higher education instruction and programming.
- Communicate professionally in confrontational situations.
- Compose complex reports and correspondence.
- Prepare complex schedule.
- Analyze administrative problems and apply appropriate problem-solving and decision-making skills.
- Prepare comprehensive, clear, and concise reports and recommendations.

- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making decisions.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and follow verbal and written directions.
- Make sound, educated decisions.
- Make public presentations.
- Safely operate a motor vehicle to travel to required administrative and industry meetings off campus.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Compile, organize, and use various financial information necessary in the preparation of budgets.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision, work direction, and guidance to assigned faculty, managers, staff, student workers, student assistants, and/or short-term, temporary employees. The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist. .

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.