

## DESERT COMMUNITY COLLEGE DISTRICT

### PUBLIC SAFETY ACADEMY MANAGER

#### **BASIC FUNCTION**

Under the direction of the Director of the Public Safety Academy (PSA) or assigned administrator, the Public Safety Academy Manager is responsible for the oversight of daily operations and assists the Director of the Public Safety Academy with coordination of the assigned instructional program.

The Public Safety Academy Manager is distinguished from the Director of the Public Safety Academy by its oversight of day-to-day Academy operations, whereas the latter classification assumes overall leadership of the Public Safety Academy and its instructional programs, as well as, academic disciplines within the PSA.

#### **REPRESENTATIVE DUTIES**

**The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.**

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; preparing and signing employee performance evaluations; responding to grievances and taking appropriate disciplinary action; and, performing related supervisory activities.
2. Supervises, oversees, organizes, and coordinates the day-to-day activities and communications of the Academy to ensure efficient and effective office operations, including but not limited to the investigation, troubleshooting, and resolution of a variety of internal and external issues; in conjunction with the Director of the Public Safety Academy, oversees and evaluates the instructional, technological, and remediation methods of the Academy.
3. Coordinates the integration and sequencing of Academy instruction with multi-discipline learning communities; assists in developing course curricula in accordance with training and testing specifications; assists in the preparation and delivery of instruction, ensuring that mandated course outline material is delivered in an effective manner; facilitates the remediation of activities with instructors related to mandated performance objectives.
4. Facilitates testing of Academy cadets and inputs student test scores via the appropriate system.
5. Ensures that related course requirements including but not limited to course approvals, course control numbers, extended course outline updates, instructor resume information, safety policies, course complete data and reporting are completed as required per regulations.
6. Schedules Academy and related classes and facilities use as required by College of the Desert.
7. Ensures compliance with California Education Code, Title 5 Regulations, accreditation standards, District policies and other state laws, regulations, and standards applicable to the discipline.
8. Serves as District liaison with internal departments and external agencies; maintains training standards by monitoring and implementing California legislative mandates for public safety training for the Academy; attends required state and regional meetings.

9. Assists in budgeting, planning and marketing of the Academy. Meet schedules and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year.
10. Compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports relevant to the Academy.
11. Facilitates and manages collaborative actions with partner organizations.
12. Facilitates and manages employing department's access to affiliated students and records by their department.
13. Reviews, revises, and implements District, regional, and program policies and procedures.
14. Seeks and participates in professional development activities. Maintain an understanding of current ideas, trends, and practices pertaining to the areas of responsibility through continued study and participation in professional organizations.
15. Performs other related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of:**

1. Principles and practices of general management and supervision;
2. Laws and regulations governing California Community Colleges; District policies and procedures;
3. Compliance requirements for assigned academy;
4. Procedures for accreditation, basic course certification review and state certification; curriculum development and process;
5. Teaching methods and techniques; grant funding sources, procedures and processes, writing, and administration;
6. Student learning outcomes; Requirements for prerequisites and course equivalencies and equivalency policies;
7. New educational technologies and learning modalities;

#### **Ability To:**

1. Plan, organize, direct, administer, review, and evaluate programs and services;
2. Exercise honesty, consistency, and sound judgment in the performance of duties;
3. Direct and control the delivery of the academy and direct the effective interface and integration of certified courses;
4. Understand and apply governmental budgeting practices; analyze financial, statistical and narrative data related to the workforce, assist in the preparation and administration of departmental budgets;
5. Assure compliance with academy requirements and Partner organizations;
6. Cultivate and promote positive and substantive relationships with local business and civic organizations;
7. Prepare comprehensive reports for submission to the state as required;
8. Maintain current knowledge of trends related to assigned areas of responsibility;
9. Communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others;
10. Interpret, apply, and explain District policies and legal regulations and requirements;

11. Communicate effectively both orally and in writing to exchange information; operate a computer and appropriate software including scheduling, email, database management, word processing, spreadsheets and presentations.
12. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of students, staff, and the community.

**MINIMUM QUALIFICATIONS**

- Associates degree or equivalent experience, bachelor's degree preferred.
- The following experience is required for the Fire Academy: one (1) year of professional fire service supervisory experience
- The following experience is required for the Police Academy: one (1) year of sworn, first-level supervisory experience.

**WORKING CONDITIONS**

**Environment:** Office and field environment with interruptions. Sit or stand for extended periods of time, pushing and pulling, and visual acuity. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift, carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse. Driving a vehicle to conduct work as necessary. Travel between sites. Requires evening and weekend responsibility.

**EMPLOYMENT STATUS**

Classified Administrator  
Leadership Salary Schedule Row VII

Board Approval: 9/20/2019, 12/16/2022

Personnel Management Committee Review: November 17, 2022