

DESERT COMMUNITY COLLEGE DISTRICT

MANAGER, PUBLIC SAFETY ACADEMY

POSITION DESCRIPTION

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 programs.

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.

SUPERVISION RECEIVED AND EXERCISED

Receives direct supervision from the Director of the Public Safety Academy (PSA) or assigned Administrator. May provide direct or indirect supervision to assigned professional, technical, and/or administrative support staff as assigned. The incumbent is expected to work independently, exercising professional judgement and initiative to achieve departmental goals.

REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS

The duties listed are only intended to provide examples of the types of work performed and are not intended to be an exhaustive list of all responsibilities. The District reserves the right to modify or assign additional duties consistent with the classification. 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.

The following duties are representative of the essential functions of this position.

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, student removals from program, 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.

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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, course scheduling, planning and marketing, and strategic outreach of the Academy.
10. Meet project/program scheduled deadlines and timelines, organize multiple projects efficiently and effectively, and carry out required project details throughout the year.
11. Compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports relevant to the Academy.
12. Facilitates and manages collaborative actions with partner organizations.
13. Facilitates and manages employing department's access to affiliated students and records by their department.
14. Reviews, revises, and implements District, regional, and program policies and procedures.
15. 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.
16. Chair or Co-Chair assigned governance committees
17. 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.
7. Requirements for prerequisites and course equivalencies and equivalency policies.
8. New educational technologies and learning modalities.
9. Interpersonal skills using tact, patience, and courtesy.
10. Oral and written communication skills.
11. Modern office procedures, methods, and equipment including computers and applicable software.

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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 clearly, concisely, effectively and professionally, both verbally and in writing, with employees, District leadership and stakeholders, especially during stressful situations; de-escalate difficult customer interactions with empathy, tact.
10. Establish and maintain cooperative and effective working relationships with others; work independently, confidentially, organize work to meet schedules, timelines and with minimal direction; exercise tact and diplomacy when handling sensitive or confidential matters.
11. Interpret, apply, and explain District policies and legal regulations and requirements; State and federal laws and regulations related to assigned programs.
12. Maintain regular, reliable, and punctual attendance consistent with District standards and operational needs.
13. Supervise, coach, evaluate and motivate a team of professionals to foster a collaborative, customer-focused team culture.
14. 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.
15. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socioeconomic, disability, and ethnic backgrounds of students, staff, and the community.

MINIMUM QUALIFICATIONS

Each Public Safety Academy program has specific minimum qualifications for each manager role, as listed below:

For Fire Academy:

- **Option 1:** A Bachelor's degree from an accredited college or university **and** five (5) years of professional fire service experience.
- **Option 2:** An Associate degree from an accredited college or university **and** seven (7) years of professional fire service experience.

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For Police Academy:

- **Option 1:** A Bachelor's degree from an accredited college or university **and** five (5) years of sworn, first-level law enforcement supervisory experience.
- **Option 2:** An Associate degree from an accredited college or university **and** seven (7) years of sworn, first-level law enforcement supervisory experience.

For Paramedic Academy:

- A Bachelor's degree from an accredited college or university **and** three (3) years of professional paramedic supervisory, administrative, or leadership experience in the public safety or prehospital emergency medical services discipline.

Required Professional Licensure & Certifications:

- Must possess and maintain a current, valid California Paramedic License.

Program Accreditation Requirements:

- Documented education, training, or experience in instructional methodology.
- Academic training and experience equivalent to that of a paramedic.
- Documented experience in the delivery of pre-hospital emergency care.
- Demonstrated knowledge of the current versions of the National EMS Scope of Practice Model and understanding of National EMS Standards, and about evidenced-informed clinical practice.

All Positions: Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

WORKING CONDITIONS

Environment: District Office and field environment; subject to constant interruptions and frequent interactions with others; requires evening and weekend responsibility; driving a vehicle to conduct work as necessary; Travel between sites, other locations to attend meetings or conduct work.

Physical Demands: While performing the duties of this job; the employee is regularly required to sit or stand for extended periods of time (up to 2-3 hours), repetitive use of upper extremities including hand coordination activities. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), 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 or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EMPLOYMENT STATUS

Educational Administrator

Certificated Leadership Salary Schedule

Range 7

Board Approval: July 23, 2026

Personnel Management Committee Review: July 16, 2026

Revised 08/2025, 07/2026