

DESERT COMMUNITY COLLEGE DISTRICT

PUBLIC SAFETY ACADEMY MANAGER

BASIC FUNCTIONS:

Under the direction of the Director of the Public Safety Academy (PSA), the Public Safety Manager is responsible for the oversight of daily operations and assists the Director of the Public Safety Academy with coordination of the instructional program of the College of the Desert Basic Peace Officer Training Academy (Academy) in accordance with California Commission on Peace Officer Standards and Training (POST) regulations.

The Public Safety Academy Manager is distinguished from the Director of the Public Safety Academy by its oversight of day-to-day Police 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:

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. *E*
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. *E*
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 developed by POST; 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. *E*

4. Facilitates testing of Academy cadets and inputs student test scores via the POST Electronic Data Interchange (EDI) system. *E*
5. Ensures that all POST-related course requirements including but not limited to course approvals, course control numbers, extended course outline updates, instructor resume information, safety policies, course completer data and reporting are completed as required and per POST regulations. *E*
6. Schedules Academy and related law enforcement classes and facilities use as required by College of the Desert. *E*
7. 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. *E*
8. Assists in 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. *E*
9. Compiles, assembles, and disseminates requested program data; prepares a variety of studies and reports relevant to the Academy. *E*
10. Facilitates and manages collaborative actions with the Riverside County Sheriff's Office and other partner organizations. *E*
11. Facilitates and manages employing department's access to affiliated students and records by their department. *E*
12. Reviews, revises, and implements District, regional, and program policies and procedures.
13. Selects, trains, supervises, and evaluates the performance of assigned staff; recommend transfers, reassignments, discipline, terminations, promotions and other personnel actions as appropriate. *E*
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. *E*
15. Performs other duties as assigned. *E*

KNOWLEDGE AND ABILITIES:

Knowledge of: Principles and practices of general management and supervision; laws and regulations governing California Community Colleges; compliance requirements for California Commission on POST; principles and practices of leadership, management, and supervision; District policies and procedures; budgeting; effective oral and written communication skills; interpersonal skills including tact, patience, and diplomacy; procedures for accreditation, basic course certification review and state certification; curriculum development and process; teaching methods and techniques; grant funding sources, procedures and processes, writing, and administration; the intent and application of student learning outcomes; requirements for prerequisites and course equivalencies; POST equivalency policies; new educational technologies and learning modalities; the mission and student population of California community colleges and Coachella Valley.

Ability to: Plan, organize, direct, administer, review, and evaluate programs and services; exercise honesty, consistency, and sound judgment in the performance of duties; work in the interests of the college as a whole; work productively in a shared governance setting; direct and control the delivery of the POST Modular Format Police Academy; direct the effective interface and integration of POST certified courses; participate in Law Enforcement Advisory Committee meetings; understand and apply governmental budgeting practices; analyze financial, statistical and narrative data related to the workforce, jobs and community and continuing education programs; assure compliance with POST and Partner organizations; relate effectively to people using tact, diplomacy and courtesy; cultivate and promote positive and substantive relationships with local business and civic organizations; assist in the preparation and administration of departmental budgets; prepare comprehensive reports for submission to the state as required; assist in preparation of Police Science Program Review process; maintain current knowledge of trends related to assigned areas of responsibility; provide leadership/support to faculty and staff involved in the Basic Peace Officer Training Program; communicate effectively both orally and in writing; establish and maintain effective and cooperative working relationships with others; interpret, apply, and explain District policies and legal regulations and requirements; select, assign, orient, train, supervise, counsel, discipline and evaluate the performance of direct subordinates; exercise tact and diplomacy in dealing with sensitive or confidential matters; 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; and serve as an effective leadership team member.

MINIMUM QUALIFICATIONS:

The Desert Community College District has established the following hiring criteria for all educational administrative positions. Minimum qualifications for service as an educational administrator shall be both of the following in accordance with Title 5 section 53420:

- Possession of a master's degree; and
- One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic and disability backgrounds of community college students and employees.

DESIRABLE QUALIFICATIONS:

Knowledge of California Commission on POST requirements. Successful completion of the POST Master Instructor Course. Experience in law enforcement recruit training. A degree in Criminal Justice or related law enforcement field of study from an accredited institution is desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Must have an acceptable driving record and current vehicle insurance meeting State of California requirements. Possess or earn California Commission on POST Academy Director/Coordinator Course certification within first sixty (60) days of hire.

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 or other information to others. Driving a vehicle to conduct work as necessary. Travel between sites. Requires evening and weekend responsibility.

EMPLOYMENT STATUS:

Educational Administrator

E: Essential functions of the job.

Leadership Salary Schedule Row VII

Board Approval: September 20, 2019