

Desert Community College District

Public Safety Academy Program Specialist

Basic Function

Under the direction of the Director, Public Safety Academy (PSA), perform a variety of instructional and clerical duties to assist in the implementation of programs and services including peace officer training, firefighter/fire technology and emergency medical technician training; Schedule and maintain supplies, chemicals, and equipment used for instructional purposes; Assist supervisor in the organization, preparation and presentation of materials; Maintain student records and database; and proctor test taking.

Representative Duties

1. Assist individual and small groups of students in an instructional setting; respond to questions concerning the subject matter, equipment usage and other related concerns and issues; tutor students in accordance with established guidelines.
2. Provide information in person, by phone, and via email regarding the programs and requirements of the Public Safety Academy. Assist students with registration, appointments, and necessary documentation as it relates to PSA.
3. Serve as the proctor and coordinator of PSA test and eligibility software and programs. Ensure to obtain results of tests, statistics, and percentages. Notify students of results as necessary. Administer, evaluate, and mark tests according to test specifications; Maintain security of exam materials; Monitor study and testing areas.
4. Maintain inventory of chemicals and equipment. Obtain HAZMAT certification. Secure storage and inventory of firearms. Supervise student usage of chemicals and firearms. Perform audits as assigned.

5. Perform routine maintenance of PSA equipment, firearms, and vehicles. Remove, replace, or repair defective equipment. Create work orders for equipment and vehicles as necessary.
6. Utilize document imaging equipment and computerized systems to maintain student files. Instruct others on regulations, policies, and usage of software. Upload and print documents for student information packets.
7. Assist Director in the organization, preparation and presentation of instructional materials; Assist in overseeing and guiding assigned activities and learning sessions.
8. Maintain accurate records of student progress and attendance; Maintain various students files and databases as assigned.
9. Prepare a variety of instructional materials; Set up and operate various audio-visual, computer and other teaching aids as assigned; Set up desks, chairs, cones, and other materials for laboratory exercises; Assist students in utilizing instructional equipment and programmed materials; Orient and monitor students in the use of computers; Remain current concerning instructional software.
10. Order and distribute supplies and materials; Maintain an accurate inventory of supplies, materials and equipment for the various programs; Issue and receive instructional materials for assignments.
11. Monitor budget expenditures and transfers, and maintain financial records as assigned; Maintain current account balances as assigned.
12. Research and compile data for projects and reports; Update course outlines according to specifications; Assist in developing new procedures and forms as necessary. Research, obtain quotes, and make recommendations for equipment and software.
13. Update and maintain a webpage with current information for all programs. Create flyers. Design, prepare, order, and disseminate

promotional materials and presentations. Make presentations as assigned. Ensure accessibility of materials and webpages. Obtain signatures for media release materials. Update social media accounts as assigned.

14. Coordinate, schedule, and organize visits and events. Serve as host for speakers and guests, order necessary items for events, create and send invitations, book locations, make payments to vendors and caterers, set flags, and assist as necessary. Maintain social media.
15. Perform a variety of clerical duties, including answering telephones, maintaining program files and records, preparing and maintaining instructional materials, and assisting with event coordination and classroom scheduling.
16. Maintain and update PSA safety policies, updating materials and laboratory as needed.
17. Operate a computer and other assigned office and instructional equipment. *E*

Other Functions

18. Attend meetings and assist with minutes and scheduling in coordination with staff, faculty, and leadership.
19. Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

Public Safety Academy programs including, but not limited to Peace Officer Standards and Training (POST), Fire Technology, and Emergency Medical Technician. Laws, policies, procedures, and regulations associated with the District and PSA programs; Chemical agents and firearms, coordinating safety protocols; Presentation skills, instructional materials and tutorial techniques; Basic reference materials and effective study techniques;

Record-keeping and database techniques; Modern office practices, procedures and equipment; Imagining scanning systems and software, testing and training systems and software, proper methods of storing chemical equipment, materials and supplies; Technical aspects of the field; Interpersonal skills using tact, patience and courtesy. Understanding and sensitivity to a diverse population.

Ability to:

Learn and understand applicable District, local and state policies, regulations and procedures; Ability to organize and coordinate activities, events, and functions of PSA, Operate and maintain a variety of specialized tools and equipment; Ability to multitask, meet schedules, and timelines; Make calculations quickly and accurately; Understand written and oral directions; Perform a variety of instructional and clerical duties to assist in the implementation of PSA programs and services; Schedule and maintain supplies and equipment used for instructional purposes; Assist Director in the organization, preparation and dissemination of materials and presentations; Learn methods and procedures to be followed in an instructional situation; Perform routine clerical work; Set up, design and operate assigned departmental equipment; Read, understand, interpret and apply department rules, policies and materials relating to the field; Provide instructional assistance and information to students on the availability and uses of instructional materials and equipment; Communicate effectively both orally and in writing in person and on the telephone; Operate a computer and a variety of office and instructional equipment; Determine appropriate action within clearly defined guidelines using diplomacy and good judgment; Establish and maintain cooperative and effective working relationships with persons from diverse backgrounds; ability to lift 25 pounds, reach overhead, above the shoulders and horizontally; Bend at the waist; Stand and sit for

extended periods of time.

Education and Experience

Any combination equivalent to:

Bachelor's degree in Emergency Management, Homeland Security, Public Safety, Administration of Justice, Criminal Justice, Fire Technology, or related field. Two years of experience working with students in a related program or the field. Two years of experience working with students in a related program or in the field.

Working Conditions

Environment:

Office, outdoor, laboratory or classroom environment. Constant interruptions.

Employment Status

Bargaining Unit Position

E=Essential Functions

Range 14

Approved

2/11/11; Revised

01/2022