



## **JOB TITLE: DIRECTOR, PUBLIC SAFETY EDUCATION**

Classification: Academic Administrator  
Salary Range: 13

Retirement Type: STRS\*  
Revised/Board Approved: April 16, 2018

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### **BASIC FUNCTION:**

Under the direction of the Dean and Associate Dean of Industry and Technology, the director is responsible for the administration, supervision, development, planning and implementation of the public safety education programs.

The director will independently perform professional work involving judgment in the interpretation and application of policy and procedures. The director will work with regional public safety agencies to establish and maintain strong working relationships, awareness of employer needs, in-service training needs, job market information for public safety graduates and opportunities for collaboration with state, county and local agencies and municipalities.

### **REPRESENTATIVE DUTIES:**

Directs and supervises all current and future academic public safety programs, including Fire and Emergency Technology, Emergency Medical Technician (EMT), Paramedic Training, Administration of Justice, Homeland Security and work closely with public and private law enforcement, fire and emergency response entities that are partners of the El Camino College program.

Assures compliance with policies, procedures, regulations, codes, third-party accreditation, and other requirements at the local, state and federal levels.

In conjunction with department faculty, will act as a liaison between the college at events and with all external entities; including but not limited to, professional organizations, conferences and the community.

Works closely with the Dean and Associate Dean, grants office, and others to coordinate fundraising and resource development efforts.

Develops an annual budget, monitors expenditures in a fiscally responsible manner and contributes to the annual planning processes.

In consultation with the Dean and Associate Dean, supervises faculty members and program coordinators on matters related to curriculum and program development, curriculum revision, new course offerings, staffing, and the evaluation of faculty.

In coordination with the Dean and Associate Dean, coordinate the preparation of grant proposals, budget preparation, class schedules and course materials for the college catalog and use of college facilities and resources.

Coordinates new program developments and assists with operational frameworks, master plans, cost of operation summaries, program reviews, learning outcomes and accreditation activities.

Supports new college initiatives to address regional public safety education and training needs and workforce development goals.

Supervise department staff that monitors the use, maintenance, and security of equipment and facilities.

Collaborates with the college's Marketing and Communications office to develop and implement effective marketing and outreach.

Supervises the development of agreements, contracts, memorandums of understanding with public service agencies and private industries.

In consultation with the division Dean and Associate Dean, oversees the development of class schedules and teaching assignments.

Participates in the college's consultation process through service on various councils and committees.

Perform other related duties as assigned.

### **JOB QUALIFICATIONS:**

#### Education and Experience:

A Master's degree in a related public safety field from an accredited college or university, or equivalent is required. A minimum of one-year post-secondary teaching experience and five years experience as a full-time public safety professional in a fire department or law enforcement agency at a command level is required.

### **OTHER QUALIFICATIONS:**

#### Knowledge/Areas of Expertise:

Current professional public safety practices.

Positive relationships and differences within public safety departments.

All aspects of the Emergency Preparedness.

Program marketing and resource development.

Personnel supervision practices.

College and public safety administrative processes.

Educational philosophy which places the primary emphasis on student learning in the design, delivery, and evaluation of courses.

#### Abilities/Skills:

Supervise and coordinate the activities of large groups of people toward a common purpose.

Work productively and meet deadlines under time pressures.

Plan, organize, and direct college public safety programs.

Direct, evaluate, motivate, and supervise staff.

Reconcile divergent views.

Communicate effectively, both orally and in writing.

#### Licenses or Other Requirements:

A valid California driver's license and ability to qualify for district vehicle insurance coverage.

**WORKING CONDITIONS:**

May be required to work a flexible workweek which includes day and evening hours and occasional weekend assignments and may be assigned to any district location.

Duties are primarily performed in an office environment, at a desk or at a computer.

The incumbent will have contact, in person or on the telephone, with executive, management, supervisory, academic and classified staff and the general public.

Work requires travel to other offices or locations to attend meetings or conduct work.

**PHYSICAL DEMANDS:**

Typically may sit for extended periods of time;

Operates a computer keyboard;

Communicates over the telephone and in person;

Regularly lifts, carries and/or moves objects weighing up to 25 pounds.

**SPECIAL QUALIFICATIONS:**

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.