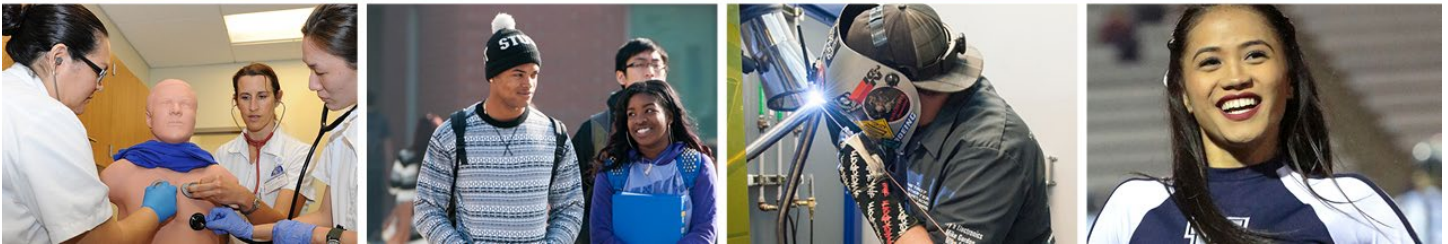




# El Camino College

## Director of Public Safety Education



### THE POSITION

Under the direction of the Dean and with guidance from the Associate Dean of Industry and Technology, the Director of Public Safety Education is responsible for the administration, supervision, development, planning, budgeting, and implementation of public safety programs and other projects related to student success and completion. The director will work with college administrators, faculty, contractors, regional public safety agencies, and other entities to establish and maintain a public safety education center. The director is also responsible for maintaining program accreditation with third-party registrars and regulatory agencies. This position is contingent upon grant funding.

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is situated on a beautiful and spacious 126-acre campus near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

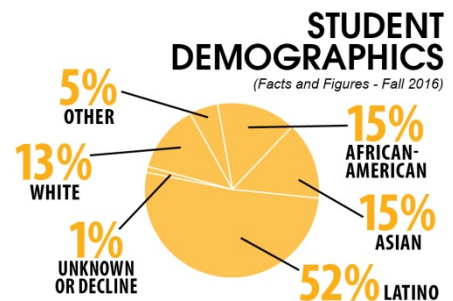
As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities.

El Camino College provides many opportunities for students to succeed. Through the Honors Transfer Program, El Camino College transfers hundreds of students each year to four-year universities around the country. Top transfer institutions include UCLA, USC and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

El Camino College makes a positive difference in people's lives. We provide excellent comprehensive educational programs and services that promote student learning and success in collaboration with our diverse communities.



# Director of Public Safety Education

**Division:** Industry & Technology  
**Posting Closing Date:** February 25, 2019  
**Req:** A1819-041  
**Location:** El Camino College  
**Position Type:** Academic Administrator

## REPRESENTATIVE DUTIES

- Develops, plans, and oversees all current and future academic public safety programs, including certificate, degree, noncredit, and fee-based programs in Fire Academy, Fire Technology, Emergency Medical Technician (EMT), Paramedic Training, Administration of Justice, Homeland Security, Police Explorer, and Police Officer Safety Training (POST).
- Manages day-to-day operations and planning for public safety program activities including the hiring of staff and faculty, evaluating of work performance, assigning schedules, contracting for instructional services, and other operational duties. Monitors the use, maintenance, and security of equipment and facilities.
- Oversees activities and events for public safety related programs in collaboration with faculty coordinators, project leads/directors, Purchasing, Accounting, Contracts, Facilities, and others as needed.
- Coordinates public safety dual enrollment, adult education, and fee-based/in-service training activities with faculty, program coordinators, deans, and directors. Conducts program review and program planning, curriculum development, and course scheduling.
- Assures compliance with policies, procedures, regulations, codes, third-party accreditation, and other requirements at the local, state, and federal levels. Retains and manages program records and ensures records are secure and properly maintained in accordance with accreditation requirements.
- Develops an annual budget, monitors expenditures in a fiscally responsible manner and contributes to the annual planning process. Maintains project and program budgets and calculates budget forecasting.
- Collaborates with the college's Marketing and Communications office to develop and implement effective marketing and outreach programs and communication plans. Maintains strong relationships with local and regional stakeholders to ensure stakeholders are informed.
- Maintains agreements, contracts, and memorandums of understanding with instructional partners, public service agency partners, and private industries.
- Participates in the college's consultation process through service on various councils and committees.
- Performs other related duties as assigned or requested.

## REQUIRED QUALIFICATIONS

### KNOWLEDGE OF:

- Recent management level experience in public safety.
- Knowledge of current emergency response practices and tactics.
- Program marketing and resource development.
- College and public safety administrative processes.
- Educational philosophy which places the emphasis on student learning in the design, delivery, and evaluation of courses and programs.
- Reconcile divergent views with the ability to set direction and reach consensus or understanding

### ABILITY TO:

- Effective oral and written presentation skills with the ability to communicate ideas to diverse groups ranging from high school students and English-language learners to executive-level managers.

- Supervise and coordinate the activities of large groups of people toward a common purpose. Work effectively under pressure and balance work to meet deadlines.
- Plan, organize, and direct college public safety programs.
- Set priorities, motivate, and effectively lead staff.

Licenses or Other Requirements:

- Valid California driver's license and ability to qualify for district vehicle insurance coverage.

## **WORKING CONDITIONS:**

- Must be able to work a flexible workweek which includes some evening hours and occasional weekend assignments as needed.
- May be assigned to an off-campus location.
- Duties are performed in an office environment, at a desk, or at a computer.
- Contacts done in person or on the telephone with executive, management, supervisory/ academic/classified staff, and the general public.
- Requires travel, sometimes overnight for meetings, conferences, and events.
- Typically may sit for extended periods of time. Operate a computer keyboard. Communicate over the telephone and in person. Regularly lift, carry, and/or move objects weighing up to 25 pounds.
- A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and students with disabilities.

## **EDUCATION AND EXPERIENCE**

### **MINIMUM QUALIFICATIONS:**

- 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 of experience as a full-time public safety professional in a fire department or law enforcement agency at a command level is required.

## **COMPENSATION AND BENEFITS**

### **SALARY RANGE: \$119,009.00 Annually**

- The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental and vision insurance is available, toward which both the College and the employee contribute.
- Paid sick leave is granted equal to one day for each month of service. Sick leave may be accumulated indefinitely. Rather than State Disability Insurance, limited sick leave benefits are available for days beyond the earned sick leave days and are paid at 50 percent.
- Full-time employees contribute a percentage of their regular salary to either the State Teachers Retirement System (STRS) or to the Public Employees Retirement System (PERS) and Social Security.

## **CONDITIONS OF EMPLOYMENT**

Full-time, 12-month administrative position. Excellent fringe benefits, including eight 32-hour work weeks during the summer. Employment is dependent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. Selected candidate must provide identification and work authorization.

## TO APPLY

An applicant must submit the following by the closing date: Monday, 02/25/2019 by 3:00 p.m. PST

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as ONE PDF document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

**Please Note:** Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. You may check the status of your application online.

**Closing Date:** Monday, February 25, 2019

## INTERVIEW EXPENSES

Only individuals identified for FINAL interviews are eligible to have their expenses paid. Reimbursement will be limited to economy airfare (to and from point of origin) and for meals and lodging. The maximum allocated for meals, lodging and transportation is \$600. Candidate must complete a Travel Request and Reimbursement Form and submit it together with all supporting documentation to the Human Resources Department.

## FOR FURTHER INQUIRIES AND APPLICATION MATERIAL SUBMISSION, CONTACT:

**El Camino College**  
**Human Resources Department**  
Rocio Arellano  
310-660-3593, Ext. 3476  
[rarellano@elcamino.edu](mailto:rarellano@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*