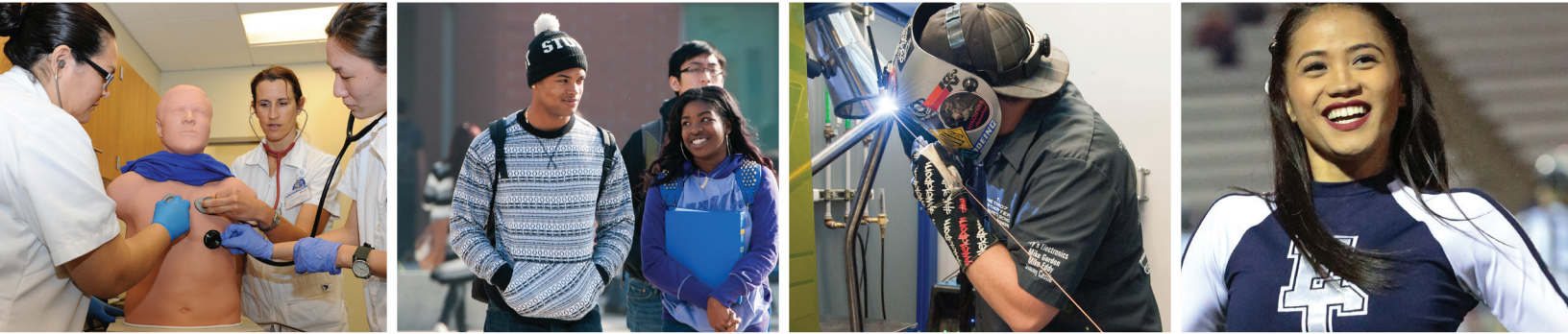




# El Camino College

## Director, Public Safety Education



### THE POSITION

Under the direction of the Dean of Industry and Technology, the Director of Public Safety Education is responsible for the administration, supervision, development, planning and implementation of the College's public safety education programs. Working with regional public safety agencies, the director will 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.

### ABOUT EL CAMINO COLLEGE

El Camino College is situated on a beautiful and spacious 126-acre campus near Torrance, California. Located in Los Angeles County, just minutes from South Bay beaches, El Camino College is surrounded by high-tech industries including aerospace, logistics, multimedia and service corporations.

El Camino College is a vibrant learning community that has served the cities of El Segundo, Hawthorne, Hermosa Beach, Inglewood, Lawndale, Lennox, Manhattan Beach, Redondo Beach, and Torrance since 1947.

As a comprehensive two-year college, El Camino College serves approximately 25,000 students each semester. Students have access to excellent academic offerings, career and technical education programs, exceptional student services, new and technologically advanced classrooms, as well as tutoring and mentoring programs.

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 campuswide. 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.

# DIRECTOR, PUBLIC SAFETY EDUCATION

**Division:** Industry & Technology  
**Posting Closing Date:** October 25, 2017  
**Req:** A1718-008  
**Location:** El Camino College  
**Position Type:** Academic Administrator

## REPRESENTATIVE DUTIES:

- Directs and supervises all current and future academic public safety programs, including Fire and Emergency Technology, Paramedic Training, Administration of Justice, and Homeland Security and work closely with the Peace Officers Safety training program.
- Assures compliance with policies, procedures, regulations, codes and other legal mandates 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, 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 annual planning processes.
- In consultation with the 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, coordinates 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.
- Supervises 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, and memorandums of understanding with public service agencies and private industries.
- In consultation with the division dean, oversees the development of class schedules and teaching assignments.
- Participates in the College's consultation process through service on various councils and committees.
- Performs other related duties as assigned.





## REQUIRED QUALIFICATIONS

### KNOWLEDGE OF:

- Current professional public safety practices.
- Positive relationships and differences within public safety departments.
- All aspects of emergency preparedness.
- Program marketing and resource development.
- Personnel supervision practices.
- College and public safety administrative processes.
- Educational philosophy that places the primary emphasis on student learning in the design, delivery, and evaluation of courses.

### ABILITY TO:

- 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.

## EDUCATION AND EXPERIENCE

### MINIMUM QUALIFICATIONS:

- 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 of 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.

### SPECIAL QUALIFICATIONS:

- A sensitivity to and an understanding of the diverse academic, socio-economic, cultural, and ethnic backgrounds of staff and students, including staff and students with disabilities.

## WORKING CONDITIONS

- May be required to work a flexible work week, 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.
- Operation of a computer keyboard.
- Communication over the telephone and in person.
- Regularly lift, carry and/or move objects weighing up to 25 pounds.

## COMPENSATION AND BENEFITS

### SALARY RANGE: \$114,089 - \$132,276

- 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:

1. Online application:  
<http://www.elcamino.edu/administration/hr/employmentopportunities.asp>
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:** October 25, 2017

## 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**  
Martha Lopez  
310-660-3593, Ext. 5809  
[melopez@elcamino.edu](mailto:melopez@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

*The El Camino Community College District is committed to providing equal opportunity in which no person is subjected to discrimination on the basis of national origin, religion, age, sex (including sexual harassment), race, color, gender, physical or mental disability, or retaliation.*

## 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.

