



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

Classification: Academic Administrator  
Salary Range: 13

Retirement Type: STRS\*  
Revised/Board Approved: December 17, 2018

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### **BASIC FUNCTION:**

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.**

### **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.

**JOB QUALIFICATIONS:**

Education and Experience:

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.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

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.

Abilities/Skills:

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.  
Reconcile divergent views with the ability to set direction and reach consensus or understanding.

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.

**PHYSICAL DEMANDS:**

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.

**SPECIAL QUALIFICATIONS:**

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

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