

DIRECTOR OF PUBLIC SAFETY
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Director of Public Safety is responsible for providing direction and coordination of all public safety training programs and facilities. Position duties include community outreach to establish relationships and partnerships with fire and police agencies, program development, recruitment and supervision of faculty, staff, and students.

SCOPE

Under the direction of the Division Dean of Human Arts and Social Sciences (HASS), the Director of Public Safety directs and supervises all public safety programs including Criminal Justice and Fire Technology. The Director of Public Safety serves as the college representative for all public safety training programs and agencies, provides budget direction, policy implementation, and leadership for those programs.

EXAMPLE OF DUTIES

1. Directs and coordinates all aspects of the public safety training programs in compliance with the regulations and policies of the Commission on Peace Officers Standards in Training (POST), State Training for Board of Corrections, State Fire Marshal's Office, Santa Cruz County Health Services Agency, The National Registry of Emergency Medical Technicians, State Chancellor's Office and Cabrillo College (*E*)
2. Orients, supervises, evaluates performance, and provides leadership to assigned academic and classified employees in the Public Safety Programs (*E*)
3. Collaborates with Program Chairs and the Division Dean to hire faculty and staff and provide staff development (*E*)
4. Coordinates and provides public safety training outreach activities including business partnerships, high school articulation, and regional occupational programs (*E*)
5. Oversees and implements health and safety regulations including but not limited to Occupational Safety and Health Administration (OSHA) (*E*)
6. Participates in the resolution of student grievances, problems, or complaints (*E*)
7. Develops and administers the annual operating budget including oversight of purchasing equipment and supplies (*E*)
8. Prepares a variety of reports and correspondence (*E*)
9. Develops and approves academic schedule for all public safety training programs (*E*)
10. Convenes and chairs monthly county-wide fire service and law enforcement training managers meetings (*E*)
11. Participates in monthly Fire Chiefs and Emergency Medical Services Integration Authority (EMSIA) meetings (*E*)

12. Attends POST Basic Consortium course, Test Item Writing Committee, and Alignment Committee on a quarterly basis or more often as required (*E*)
13. Participates in POST Police Training Officer Development Committee, Line-Up Training Committee, and DVD Training Development Committee meetings (*E*)
14. Facilitates multiple 40-hour Police Training Officer (PTO) presentations annually (*E*)
15. Chairs or serves on various college committees as appropriate (*E*)
16. Performs related duties as required/assigned

(*E*) = *designates essential functions*

QUALIFICATIONS

Education and Experience:

- Possession of a Master's Degree in Public Safety Administration or Police Science or Corrections or Law Enforcement or Fire Technology, or the equivalent
- Three years of experience in an administrative or supervisory position, which include budget administration, in an academic setting
- Two years teaching experience in related public safety or emergency services subject area
- Three years working in a related Public Safety field

Knowledge of:

- And demonstrated commitment to the mission of a comprehensive community college
- Current standards in public safety and emergency services training
- Safety regulations related to public safety occupations
- Education Code as it relates to continuing professional training for law enforcement, fire service, and emergency service personnel
- Computer applications including word processing, spreadsheets and databases

Ability to:

- Communicate a unified vision of collaborative public safety training with college staff, students, faculty, programs chairs, and agency representatives
- Write and obtain grants and to garner contracts with public agencies
- Communicate effectively orally and in writing
- Communicate with agency leaders and training managers in order to maintain strong collaborative relationships and develop direction of program
- Demonstrated skill in grant writing

- Conflict resolution and mediation skills
- Effectively lead and motivate faculty and staff in a collegial and shared governance environment
- Consistently perform under the pressure of deadlines

Licenses and other requirements

- Advanced POST certificate or completion of Fire Officer series
- Valid California Driver's License

WORKING CONDITIONS

Environment:

- Office environment
- Law enforcement and fire scenario based training locations

Physical Demands:

- Hearing and Speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and analyze financial and statistical reports

AUTHORITY AND RESPONSIBILITY

The Director of Public Safety Training provides direct supervision to the faculty, staff, and Program Chairs of the Criminal Justice and Fire Technology Programs.