

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Dean, Public Safety	Management Team Educational Administrator	Range: 15.0      Days: 224 DEAN III

## **JOB DESCRIPTION:**

Under general direction, has principal managerial responsibility for the management of the Santa Rosa Junior College Public Safety Training Center as well as the Administration of Justice and Fire Technology programs at multiple campus locations. The Training Center is a comprehensive public safety training facility for both entry level and in-service training and education for law enforcement, corrections, national parks, fire technology and emergency medical care. Initiates, coordinates, and/or supervises major educational initiatives related to public safety and other vocational programs.

## **SCOPE:**

The Dean, Public Safety under the general direction of the Vice President of Academic Affairs/Assistant Superintendent, has the primary responsibility for the Public Safety Training Center, Administration of Justice and Fire Technology programs at multiple locations, including the selection and evaluation of management, faculty and classified staff, curriculum development, scheduling of classes and facilities, and program budget development and monitoring.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Participates in educational planning and policy development in conjunction with the other academic deans.
2. Recruits, supervises, and evaluates of management, faculty and classified staff.
3. Serves as primary contact with assigned department chairs, directors and coordinators.
4. Initiates and maintains a close liaison with Federal, state, and local agencies, with emphasis on regulatory agencies for the purpose of maintenance of records and compliance with all regulations for programs under his/her supervision.
5. Recommends the necessary support services required to maximize the instructional program effectiveness with emphasis on instructional technology and equipment.
6. Develops, implements and supervises the budgets identified with the total Public Safety Program.
7. Responsible for planning and coordinating facility development and maintenance at multiple campuses and sites.
8. Represents the District in local, regional and state-wide meetings and committees.
9. Serves on standing and ad hoc committees as required.

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10. Recruits, develops and supervises advisory committees for Law Enforcement, Fire Technology, Ranger Academy and Emergency Medical Care.
11. Performs other duties as assigned by the Vice President of Academic Affairs/Assistant Superintendent.

### **KNOWLEDGE OF:**

1. The principles of management and supervision.
2. State and federal regulatory agencies particularly with respect to their role of overseeing public safety agency functions and training.
3. Budget development and operation.
4. General principles of facility maintenance and planning including the management of high-risk training facilities.
5. Instructional technology, instructional facilities and management of public safety students.
6. Interpreting and enforcing faculty and classified collective bargaining agreements.
7. Curriculum development including Student Learning Outcomes.
8. Principles of human resources management of public safety employees.

### **ABILITY TO:**

1. Plan, organize and manage a diverse range of services and large, complex tasks including supervision of assigned staff, Curriculum Development and Facility Operations.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Communicate clearly, both orally and in writing.
4. Implement public safety training based upon state and federal regulatory requirements.
5. Plan public safety instructional facilities, including high impact areas with great risk potential.
6. Manage direct, instructional and support contracts.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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### **QUALIFICATIONS:**

*Education:*

Master's degree required or the equivalent, and ability to meet minimum qualifications for a current SRJC faculty discipline.

*Experience:*

One year of formal training internship or leadership experience reasonably related to this assignment.

### **SUPERVISION RECEIVED:**

The Dean, Public Safety reports to the Vice President of Academic Affairs/Assistant Superintendent.

### **SUPERVISION EXERCISED:**

The Dean, Public Safety is responsible for the overall management of the Public Safety Training Center programs as well as the Administration of Justice/Fire Technology degree applicable campus programs. The Dean supervises management, faculty, classified support staff, STNC's and student employees.

Board Approved: February 13, 2007  
Revised: June 19, 2007