

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, Public Safety/ Extended Academy/Reserve Program	Management Team Educational Administrator	Range: 10.0 (.50 FTE) Days: 224

## **JOB DESCRIPTION:**

Under direction, has specific responsibility for the Basic Academy Extended Format and Modular Reserve Officer training program within the Department of Public Safety.

Additionally, the Director prepares and implements contracts between the State Regulatory Agency (POST) and their independent contractors; acts as a conduit for providing contractual reimbursement to SRJC by POST for these services; and coordinates recruiting activities between SRJC and North Bay law enforcement agencies for the purpose of enhancing enrollment in both the Intensive and Extended Basic Academy.

## **SCOPE:**

The Director, Public Safety/Extended Academy/Reserve Program, under direction of the Dean, Public Safety, is responsible for curriculum development and continued currency of training requirements for P.O.S.T. certified courses including the Basic Academy - Extended Format Responsible for coordination and administration of independent contractor contracts between SRJC and POST.

## **KEY DUTIES AND RESPONSIBILITIES:**

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

1. Responsible for curriculum development, instructor selection, training, and evaluation, scheduling of instructors and facilities.
2. Supervises faculty and classified personnel within the Modular and Basic Academy training program.
3. Conducts the orientation and testing for the Modular Basic training and carries a substitute teaching assignment when required.
4. Plans, budgets, and schedules Modular Basic training.
5. Coordinates all support activities including facilities, equipment, registration, and provides day-to-day management and supervision of students and student records.
6. Works with local and State regulatory agencies to maintain currency and effectiveness of presentations in each of the certified courses.
7. Assists the Dean with preparation of the annual budget as it relates to these programs.
8. Prepares contracts for independent contractors working for the State regulatory agency and administers the payment of these contracts and reimbursement to SRJC including administrative overhead costs.

## **DIRECTOR, PUBLIC SAFETY/EXTENDED ACADEMY/RESERVE PROGRAM**

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9. Acts as liaison between North Bay law enforcement agencies and SRJC in collective recruiting including the management of a Collective Recruiting Foundation Account.
10. Responsible for the expenditure of funds from the Foundation account.
11. Performs other duties as assigned by the Dean, Public Safety.

### **KNOWLEDGE OF:**

1. Current legislative, and state regulatory changes within each of the State certified courses.
2. Current methodology of the community college role in presenting vocational training.
3. Instructional methodology, course scheduling and budgetary procedures as they apply to each of the courses.
4. Instructional expertise in the various topical areas contained in the Modular Basic course.
5. Current managerial and supervisory techniques, as it pertains to supervision of faculty and classified personnel.

### **ABILITY TO:**

1. Plan and organize large, complex tasks; supervise the work of assigned staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Develop long range planning and budgeting needs as they relate to courses being presented during the calendar year.
4. Communicate clearly, both orally and in writing.
5. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

#### *Education:*

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

#### *Experience:*

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

### **SUPERVISION RECEIVED:**

Reports to the Dean, Public Safety.

## **DIRECTOR, PUBLIC SAFETY/EXTENDED ACADEMY/RESERVE PROGRAM**

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### **SUPERVISION EXERCISED:**

Under direction of the Dean, Public Safety provides direct management of the Modular Basic course, including supervision of instructors, training officers and classified support staff.

Board Approved: 02/12/02