

Director, Public Safety Programs
Bakersfield College
Kern Community College District
JOB DESCRIPTION

Definition

The Director, Public Safety Programs, reporting directly to the Dean of Instruction is responsible for the coordination, administration, and operation of the Public Safety training programs to include Fire Technologies, Law Enforcement Academies, Paramedic, Emergency Medical Technician and other public safety related programs required to meet community needs. The Director will provide leadership and assume responsibility for evaluation of public safety continuing education curricula as required by various licensing and accrediting agencies. Position duties include community outreach to establish relationships and partnerships with fire, law, and emergency medicine agencies, program development, recruitment, supervision and evaluation of faculty, staff, and students.

Examples of Duties

1. Directs and supervises current and future academic programs in fire, police, paramedic, emergency medical technology training and other public safety related courses including clinical and experiential learning sites needed to maximize the learning opportunities.
2. Train and supervise assigned staff; assign and review work; participate in the selection of personnel; provide staff training; work with employees to correct deficiencies; administer performance evaluations; and recommend employee terminations.
3. Assures compliance with policies, procedures, regulations, codes and other legal mandates at the local, state and federal levels for public safety training programs.
4. Acts as a training program liaison between the college, professional organizations, and the community.
5. Prepare and review state and national reports required by accrediting and governmental agencies, including but not limited to department of health services, and the paramedic/EMT approval authorities to maintain and enhance standards of the programs.
6. Develops an annual training budget, monitors expenditures in a fiscally responsible manner, and contributes to the annual planning processes.

Example of Duties (continued)

7. Responsible for the hiring process, supervision, and evaluation of the recruiting of faculty and staff for the public safety programs.
8. Responsible for the training staff and monitors the use, maintenance, and security of equipment and facilities.
9. Represent the college in local and state meetings related to public safety programs, standards, and accreditation.
10. Is responsible for the development and revision of public safety programs in order to meet community and student needs.
11. Develops agreements and memoranda of understanding with public service agencies and private industries.
12. Provides leadership to the program staff by monitoring external trends and regulations affecting public safety agencies in our district.
13. Orients, supervises, evaluates performance, and provides leadership to assigned academic and classified employees in public safety programs.
14. Participates in the resolution of student grievances, problems, or complaints.
15. Prepares a variety of reports and correspondence to include the preparation and administering of grants as appropriate.
16. Facilitates and chairs the multiple advisory board meetings for with local fire, emergency medicine and law enforcement agencies.
17. Seeks and applies for grants, donations and other funds to supplement the program.
18. Perform other duties as assigned by the Dean of Instruction.

Minimum Qualifications

- A master's degree in public administration, criminology, education, health or related field AND one year of formal training, internship, or leadership experience reasonably related to the public safety administrative assignment OR the equivalent.
- Three years of progressively responsible experience in a public safety agency to include police, fire, healthcare industries or equivalent.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, the ethnic, and disability backgrounds of community college students and employees.

Knowledge and Abilities

Knowledge of:

- Laws, rules, and regulations pertaining to California Community Colleges, and public safety; teaching-learning process with special knowledge about career and technical educational programs.
- Governmental agencies involved in regulation of public safety, fire, police and emergency medical services training.
- Current legislative and state regulatory changes within each of the state certified courses.
- Modern police tactics, firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of equipment to be utilized in training.
- The mission of community colleges, particularly California Community Colleges, including laws of federal, state and local governments, and the policies of the Kern Community College District.
- Basic computer skills, including a working familiarity with Word, Excel, PowerPoint or similar programs and social media such as Facebook and Twitter.

Ability to:

- Provide leadership, stimulate cooperation and collaboration of instructional staff and participate in professional organizations in Law Enforcement, Fire Service, and Emergency Medical Services and education; administer the Law enforcement, Fire Technician and Paramedics/EMT programs; supervise, evaluate, and assist assigned personnel; cooperate effectively with advisory committees, College committees, and accrediting and licensing agencies.
- Communicate effectively, orally and in writing, and to work effectively and harmoniously with students, colleagues, staff, and others is essential.
- Show willingness to work with students who have a wide range of skills, motivation, and academic, or vocational goals.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Occasional—25-50 percent = 2

Often—51-75 percent = 3

Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
4	Ability to stand for extended periods of time.
3	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
2	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
3	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the College and District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)