

■ For more information or application materials, contact us at: College of the Redwoods
 Office of Human Resources
 7351 Tompkins Hill Road
 Eureka, CA 95501-9300

phone 707.476.4140
 tty 707.476.4443
 fax 707.476.4421
 email hr@redwoods.edu



We will continuously seek and support a dedicated, highly-qualified staff that is diverse in terms of cultural background, ethnicity, and intellectual perspective and that is committed to fostering a climate of academic freedom and collegiality. We will encourage and reward professional development for all staff and will all share in the responsibility for student outcomes.

College of the Redwoods affirms its responsibility to address the diverse civic needs of the many communities we serve and to provide leadership in the civic, cultural, and economic development of the North Coast region.

Making a Difference
www.redwoods.edu

College of the Redwoods is committed to equal opportunity in its employment and encourages application from underrepresented group members (women,

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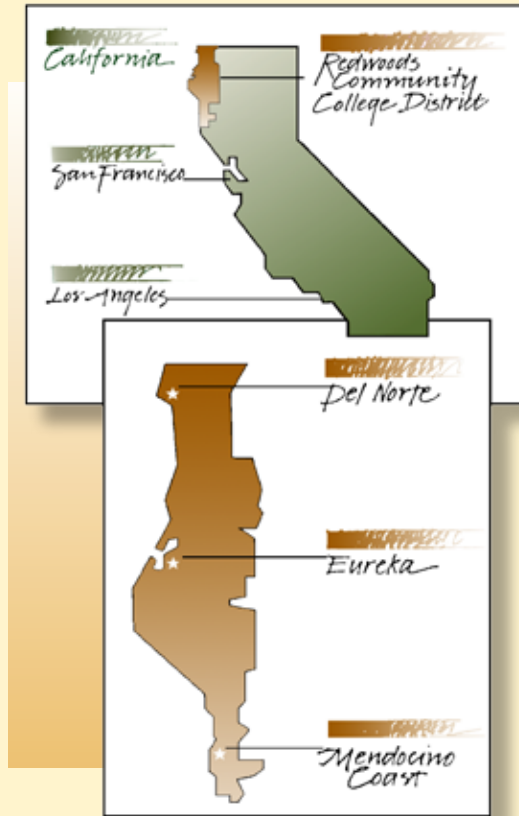
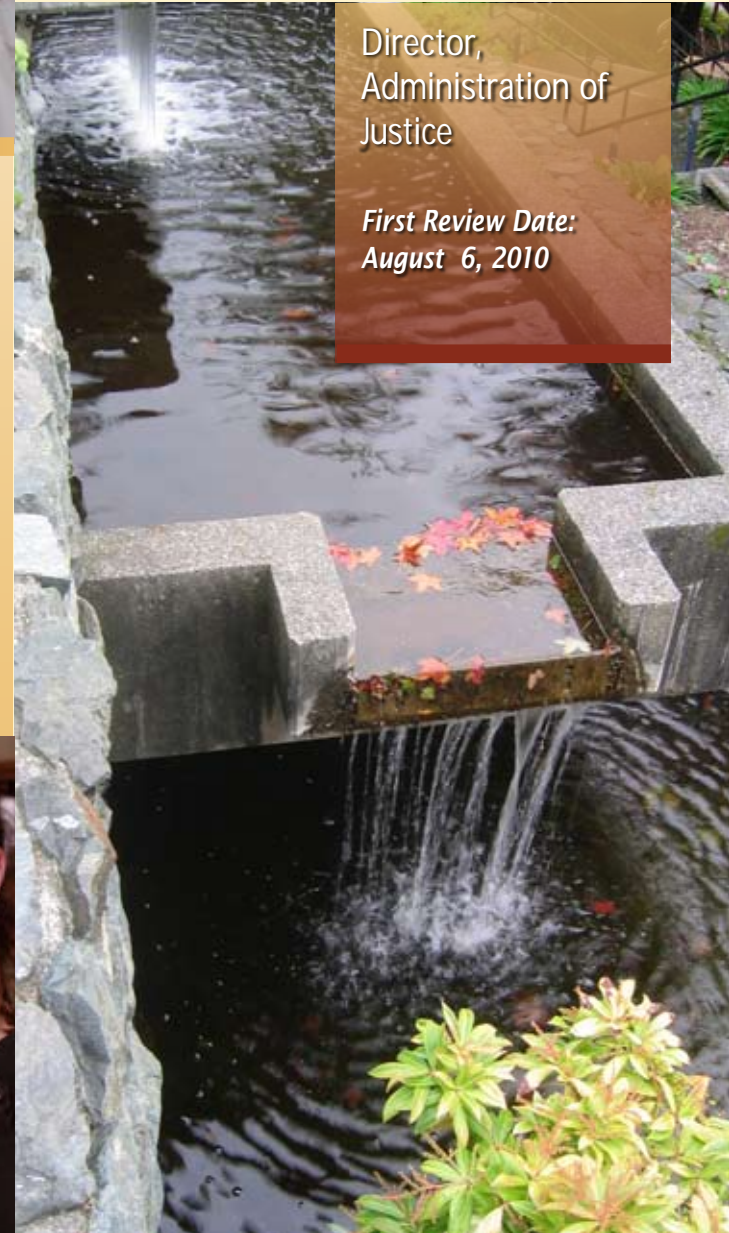
Located on the beautiful northern coast of California, College of the Redwoods has a proud history of high-quality education dedicated to student success. With a campus in Eureka, and education centers in Crescent City and Fort Bragg, as well as sites in Hoopa, Eureka Downtown, and Arcata, Redwoods Community College District offers a wide variety of learning opportunities to serve the citizens of Humboldt, Del Norte, and Mendocino counties.



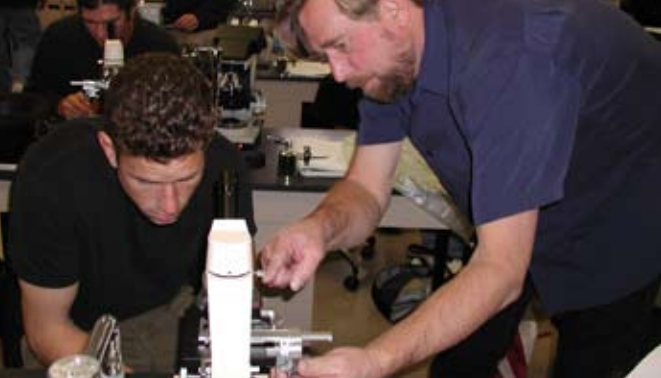
COLLEGE OF THE REDWOODS invites applications for

Director,
 Administration of
 Justice

First Review Date:
 August 6, 2010



MAP | College of the Redwoods is located in Northern California. There are three campuses, each set in a picturesque environment between giant redwood groves and the Pacific Ocean. The Eureka Campus is located at the southern outskirts of the city of Eureka, 270 miles north of San Francisco; Del Norte Campus is in Crescent City, 30 miles south of the Oregon border, near Point St. George; and Mendocino Coast Campus is in the city of Fort Bragg, on the Mendocino coast



Position **Director, Administration
of Justice**

First Review Date August 6, 2010
Full-time

Monthly Salary Range
\$6,011 - \$8,502

College of the Redwoods is one of 110 public community colleges in the state of California. Its primary campus is located just south of Eureka, California, with additional centers in Crescent City (Del Norte) and Fort Bragg (Mendocino). The college also offers courses and programs at several smaller instructional sites within its service area, which covers a large geographic region on the far northern Pacific coast of California.

College of the Redwoods offers Associate degrees and university transfer programs in the arts and sciences and a variety of occupational and career certificate programs. The college is also committed, through a variety of community partnerships, to playing a major role in the continuing economic development of the North Coast region of California.

Summary

Under the direction of the Dean, Health Occupations and Public Services, develop, plan, organize, direct, implement, monitor, and evaluate all instructional programs assigned to the Redwoods Basic Police Academy, Advanced Officer Training (law enforcement and allied public safety agencies), and the Administration of Justice (transfer courses) curriculum.

Duties and Responsibilities

- Perform a variety of duties related to the development, planning, organization, direction, and implementation of programs assigned to the Public Safety Center. Seek to offer where needed, programs in such related public safety fields as probation, parole, fire safety, and emergency medical training.
- Plan, direct, supervise and facilitate implementation of assigned instructional curriculum; monitor Peace Officer Standards and Training, Standards and Training for Corrections, and Corrections/ Peace Officer Standards and Training certified courses, and assure compliance with those agencies' regulations.
- Develop and implement a plan to evaluate the performance of all employees of the Public Safety Career preparation courses; provide for career development of all employees within the Center.
- Develop and maintain relationships with all public and private entities that utilize the services of the Center. Represent the College and specifically, the Center at all meetings and conferences where necessary.
- Recommend to the College of the Redwoods administration, new or revised policies, programs, and procedures within the Public Safety Center.
- Prepare a variety of reports as required by accreditation agencies and College of the Redwoods officials. Arrange for the timely gathering and evaluation of data and advise College officials as to trends that may affect the Public Safety Center.
- Develop and recommend an annual budget for all programs within the purview of the Center. Develop, implement, and maintain fiscal controls to ensure that the Center stays within its budget.
- Develop and implement, with the assistance of

College officials, a suitable marketing plan to encourage the general public to take advance of the various Public Safety programs.

- Present programs concerning the activities of the Public Safety Center to civic or other public groups upon request.

Knowledge and Skills

Knowledge of: Must have a strong understanding of the theory, practices and principles of personnel management. Requires well-developed communication skills to make formal presentations to advisory and policy boards, to convey technical concepts, and optimize the efforts of assigned staff. A sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students is required.

Abilities: Requires the ability to perform all responsibilities of the position. Ability to write reports that adequately communicate problems and solutions. Must be able to gather and analyze data and develop conclusions and recommendations. Requires the ability to plan, organize and prioritize complex and technical work processes in order to meet well-defined schedules and time lines. Requires the ability to communicate technical information and to interact with administrators, board members, staff, and outside agency representatives. Must be able to lead and participate in the development of programs and systems within the operational goals of College and the department. Should be able to do long range forecasting in order to determine program and equipment needs.

Education and Experience

Any combination of education and experience equivalent to a Masters degree in Administration of Justice or related field and five years experience in the area, including at least two years as an instructor.

Application Process

1. Apply on-line - you will need the information listed below to complete the on-line process. Go to our application portal at:
<https://employment.redwoods.edu/>
2. The following materials will be required to be entered or attached as part of your application. The following file formats will be accepted for attachments - .doc or .pdf.

3. Letter of introduction expressing interest in the position and describing the candidate's qualifications for the position.
4. Professional résumé or curriculum vitae.
5. A list of three professional references is required. Include the reference's title and a current contact information.
6. Transcripts of all college credits (Unofficial transcripts are sufficient for initial application. Official transcripts will be required before the successful candidate is appointed).

Incomplete application packets will not be forwarded for consideration by the Selection Committee.

Application Procedures

All documents included in your application file become the property of the College and will not be returned. Your file for this opening will not be considered for future openings. New documents must be submitted for each opening. To be included in the first review, the applicant must complete the application process on-line by 5 p.m. on the first review date. If, because of a disability, you need special services or facilities in order to apply or interview for this opening, please call Human Resources.

Applications are available at www.redwoods.edu or contact:

Office of Human Resources
College of the Redwoods
7351 Tompkins Hill Road
Eureka, CA 95501-9300

phone 707.476.4140
job line 707.476.4598

Selection Process

All applications will be reviewed by a screening committee. Selected candidates will be contacted and may be invited to appear for a personal interview at College of the Redwoods. Expenses incurred in connection with the site interviews are the responsibility of the candidate and will not be reimbursed.

Benefits

Medical, dental and vision insurance is provided by the District for all full-time employees and their dependents.