

College of the Redwoods

Position Description

Position: Director, Administration of Justice, Public Safety and Response	Position Number:
Department: Administration of Justice	FLSA: Exempt
Reports to: President/Superintendent	Salary Grade: 130

Summary

Plans, organizes, and coordinates services for the operations and activities of the Police Academy, Paramedic and EMT Program, campus security and law enforcement, emergency response programs, and training centers and related health and safety programs. Provides leadership and planning for emergency response, campus law enforcement and College sponsored training centers.

Essential Duties and Responsibilities

- Administers the instructional police academy program including curriculum revision, improvement and expansion, and the sequence of course offerings leading to certificates and degrees for administration of justice, police, corrections, paramedic/EMT program and private security.
- Develops and advances emergency response initiatives and programs. Directs and prepares education and response plans for College staff as well as the training center for policing, emergency planning, and continuing professional development. Develops and facilitates the Academy's advisory board(s), contributing to maintaining up-to-date programs.
- Develops and prepares the budgets for the Police Academy, campus law enforcement, Paramedic/EMT Program, training centers, and emergency planning. Analyzes and reviews budget and financial data. Monitors and authorizes expenditures within policy. Reviews, approve, and purchases equipment.
- Cultivates and maintains positive and collaborative work relationships internally with the credit and noncredit instructional areas and externally with funding agencies, community and business leaders, and key federal, state and local agencies and institutions.
- Establishes measures of program outcomes, analyzes results, and implements program improvements and enhancements including those for new capacity and training. Establishes standards for students and staff on ethics, professionalism, and discipline.
- Integrates and sequences instructional curriculum, delivery, and practicum to correlate with degree and certificate timelines. Manages instructional methods, testing, and training, and oversight of activities for certification compliance.
- Oversees and may participate along with program coordinators, the evaluation of faculty and other training-related contributors.
- Plans, organizes, coordinates and may participate in campus safety and security operations that include direct law enforcement, security activity, and health and safety programs. Ensures a safe and secure work environment for staff and students, and College facilities and property.

- Responds to inquiries and complaints from College personnel and the public. Documents, conducts investigations, and resolve issues or concerns in a timely and effective manner.
- Participates in the hire of all levels of staff. Assigns work and schedules, and conducts performance evaluation of the instructors, program coordinators, training officers, and staff.
- Maintains current knowledge of applicable provisions of the Education Code, and penal, municipal, safety and other codes and regulations.
- Attends consortiums, mandated training for new Directors and Coordinators, and workshops designed to maintain certifications and compliance with police standards.
- Oversees the activities and strategies for ensuring student engagement and success. Conversely, will direct and contribute to student discipline and disqualification procedures.
- Reviews crime, parking infraction, and campus safety reports. Adjudicates, determines the appropriate action, and handles appeals in compliance with legal mandates and policy.
- Perform other duties as assigned that support the objectives of the position

Qualifications

Knowledge and Skills

The position requires specialized professional knowledge of modern methods of police administration and service delivery. Requires working knowledge of pertinent sections of the Education Code, criminal law, investigation, and crime prevention methods. Requires working knowledge of instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments within Police academy and standards training programs. Requires working knowledge of the operational characteristics and activities of a police academy and of basic and advanced training programs. Requires working knowledge 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.

Abilities

Requires the ability to perform all responsibilities of the position. Requires the ability to plan, develop and maintain detailed administrative programs for the successful operation of the department. Requires the ability to write reports that adequately communicate business plans, performance, problems, and solutions. Requires the ability 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 timelines. Requires the ability to communicate technical information and to interact with administrators, board members, staff, and outside agency representatives. Serve as liaison with local/regional law enforcement and corrections agencies and consortiums and with public education institution. 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. Requires the ability to organize, supervise, train, evaluate and motivate an efficient staff.

Physical Abilities

Incumbent performs work of a moderately active nature. Requires the ability to maintain fitness for service commensurate with the position rank. Requires sufficient ambulatory ability to bend, stoop, and walk. Requires arm, hand, finger dexterity to operate a computer keyboard and other office equipment. Requires near and far visual acuity to observe movement of humans and equipment, and to read detailed manuals or procedures, recognizing words and numbers. Requires sufficient auditory ability to carry on conversations with groups, in person, and over the phone.

Education and Experience

The position requires a Bachelor's degree in administration of justice or equivalent major, and six years of progressively responsible law enforcement experience, with at least one year in a supervisory capacity. The College may accept an Associate's degree and eight years of experience along with a management credential from an accredited police standards training institute. A Master's degree may substitute for some experience.

Licenses and Certificates

Valid California Driver's License