

College of the Redwoods

Position Description

Position: Manager, Basic Law Enforcement Academy Coordinator	Position Number:
Department: Administration of Justice	FLSA: Exempt
Reports to: Director, Administration of Justice, Public Safety and Response	Salary Grade: 127

Summary

The Manager is responsible for planning and directing all instructional activities in the academy. The Manager is also expected to develop and maintain professional relationships with law enforcement and regulatory agencies at all levels of government.

Essential Duties and Responsibilities

- Supervise and facilitate the implementation of the California Commission on Peace Officer Standards and Training (P.O.S.T.) certified course of instruction which leads to eligibility to be hired as a sworn peace officer.
- Supervise all aspects of the Basic Academy.
- Develop and maintain relationships with all public and private entities which may employ graduates of the Basic Academy.
- Schedule all personnel required to deliver instruction to the Basic Academy course students, and schedule the use of all training facilities needed for the course.
- Plan the Basic Course schedule.
- On an emergency basis, teach any block of instruction for which qualified under P.O.S.T. standards, where no other suitably qualified instructor is available within the time period in which the particular block of instruction is scheduled.
- Supervise the administration of all examinations and other testing required of Basic Academy students. Administer all entrance examinations. Ensure the security of all testing materials.
- Ensure that P.O.S.T. performance objectives for the Basic Academy course are met by students and staff.
- Revise course curriculum to maintain current P.O.S.T. training requirements.
- Evaluate, with the assistance of staff, student performance and recommend remedial training, where needed.
- Administer student discipline at the Academy level and ensure that students conduct themselves in a manner consistent with the Law Enforcement Code of Ethics. Act as a role model/mentor for students.
- Assist in the recruitment of Basic Academy students and conduct orientation training for students and staff.
- Regularly evaluate and recommend to the Director changes to the program content of the Basic Academy course.
- Assist in developing an annual budget for the operation of the Basic Academy.
- Represent, with the Director, the Basic Academy at all applicable meetings and conferences.
- Assist in the development and implementation of a plan to evaluate the performance of all instructors and support staff of the Basic Academy.
- Other related duties as assigned.

Qualifications

Knowledge and Skills

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. The law enforcement academy program at College of the Redwoods is committed to developing peace officers that embody the doctrines of equitable policing. Our program is intent on instilling the core values of principled policing in our students, and the coordinator must be fully committed to these philosophies.

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 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 the 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

Requires sufficient ambulatory ability to bend, stoop, and walk. Requires arm, hand, finger dexterity to operate keyboard and other office equipment. Requires sufficient visual acuity to read detailed manuals or procedures, recognizing words and numbers. Requires sufficient auditory ability to carry on conversations in person and over the phone.

Education and Experience

Bachelor's degree or equivalent in Administration of Justice or a related field and at least five years' experience as a full-time peace officer. Peace officer experience must be within five years of the date of the application. Per POST Regulation 1059: Any academy coordinator appointed on or after April 1, 2020, shall have sworn, full-time, first-level supervisory experience. Experience as a law enforcement instructor in a community college or police academy setting. Experience as a Field Training Officer for three years or more may be substituted for the instructional experience.
Preferred Qualification: Master's degree in Administration of Justice or a related field; Experience with modern educational technologies and adult learning methods.

Licenses and Certificates

Valid California Driver's License