

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **PUBLIC SAFETY PROGRAMS MANAGER**

### **RANGE 15**

#### **CLASSIFIED MANAGEMENT CLASS SPECIFICATION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under the direction of the Division Dean of Math, Science, Engineering & Public Safety (MSEPS), the Public Safety Programs Manager directs all public safety programs including Administration of Justice, Emergency Medical Services and Fire Service Technology. The Public Safety Programs Manager serves as the college representative for all public safety training programs, agencies, and professional organizations, and provides budget direction, policy implementation, and leadership for those programs.

#### **MANAGEMENT RESPONSIBILITY**

The Public Safety Programs Manager is responsible for providing direction and coordination of all public safety training programs and facilities. Position duties include community outreach to establish relationships and partnerships with fire and police agencies, program development, recruitment and coordination of faculty and supervision of staff.

#### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Directs and coordinates all aspects of the public safety training programs in compliance with federal, state, local, district, and other applicable regulations, codes, procedures, and policies.
2. Orients, and provides administrative support to the Dean concerning performance evaluations, and provides programmatic leadership to the Public Safety Programs.
3. Collaborates with Program Coordinators and the Division Dean to recruit faculty and staff and provide staff development.
4. Coordinates and provides public safety training outreach activities including business partnerships, high school articulation, and regional occupational programs.
5. Develops and administers in a fiscally sound responsible manner the annual operating budget including oversight of purchasing equipment and supplies.
6. Develops instructional service agreements and memoranda of understanding with public service agencies and private industries.
7. Under direction, provides support to Program Coordinators on matters related to curriculum, program development, enrollment management, scheduling, and staffing for all public safety training programs.
8. Develops, monitors, and reports public safety educational program outcomes.
9. Participates in the college's shared governance process through service on various councils and committees.
10. Chairs or serves on various advisory committees as appropriate.
11. Prepares a variety of reports and correspondence.
12. Participates in the resolution of student grievances, problems, or complaints.
13. Performs related duties as required/assigned.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Governmental agencies involved in regulation of law enforcement, emergency medical services, and fire service technology training and education;
2. Public and private funding sources for grants and donations of equipment and other resources;
3. Accreditation agencies and requirements for Public Safety training programs;
4. Budget preparation;
5. Requirements of the California State Fire Marshall, California Office of Emergency Services, California Peace Officers Standards and Training requirements, California Specialized Training Institute and the California Emergency Medical Services Authority, FESHE, and EMS Authority for facilities, faculty and curriculum;
6. Educational philosophy with a primary emphasis on student learning in the design, delivery, and evaluation of courses;
7. Curriculum development;
8. Principles of articulation and matriculation;
9. Assessment of learning outcomes;
10. Applicable sections of the California Education Code and federal and state regulations;
11. Organization of the community college;
12. Staff development needs;
13. College policies and procedures.

**Ability to:**

1. Communicate a unified vision of collaborative public safety training with college staff, students, faculty, programs chairs, and agency representatives;
2. Write, obtain, and manage contracts with public agencies and other organizations;
3. Write, obtain, and manage grants with public agencies and other organizations;
4. Lead and motivate program coordinators and faculty in accreditation processes for public safety training programs;
5. Communicate effectively orally and in writing;
6. Communicate with community and agency leaders and training managers in order to maintain strong collaborative relationships and develop direction of program;
7. Effectively lead and motivate faculty and staff in a collegial and shared governance environment;
8. Consistently perform under the pressure of deadlines.

**Minimum Education & Experience**

**Education/Training:**

A Bachelor's degree in a public safety related field, or equivalent education and experience is required.

**Experience:**

Higher education teaching experience.

Three years of experience as a full-time public safety professional in a public safety agency at a supervisory level, with budget administration experience.

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**Public Safety Programs Manager (Continued)**

**Desirable Qualifications:**

Understanding of NIMS, SIMS, and ICS.

**Licenses and Other Requirements:**

Valid California Driver's License

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting. Some evening, weekend, and travel maybe required.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**NOTE:** This administrative class specification is not necessarily all-inclusive in terms of duties and responsibilities.

**APPOINTMENT**

The Public Safety Programs Manager shall be elected by the Governing Board upon the nomination of the College President and the District Chancellor.

Adopted by Board of Trustees on March 21, 2017  
Effective: March 22, 2017  
Job Family: Classified Administrative