

ASSISTANT DIRECTOR, PUBLIC SAFETY PROGRAMS

DEFINITION

Under the administrative direction and oversight of the Director, Public Safety Programs, the Assistant Director plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Mt. SAC Paramedic Program, both on-campus and at off-campus training locations. Provides administrative direction and oversight to Director* and Clinical Coordinator* of the Emergency Medical Technician (EMT) program (*Faculty reassigned positions). Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs, and job market for Paramedic program graduates (post licensure) and EMT program graduates (post certification). Seeks opportunities for collaboration with local agencies and municipalities. Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators. This position requires a thorough working knowledge of various College procedures, board policies, and federal and state regulations. This position is overtime-exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Public Safety Programs. Exercises general and direct supervision over assigned staff.

CLASS CHARACTERISTICS

This is an Assistant Director classification in the Technology and Health Division. The incumbent assists in overseeing, directing, and participating in all activities of the Fire Technology/Firefighter 1 Academy, Administration of Justice programs, and Paramedic and Emergency Medical Technician programs (EMS). The Assistant Director is approved by the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP) to hold the position of the Paramedic Program Director, which includes clinical coordination. He or she also provides oversight to the state and local approved Paramedic Program Director* (*faculty reassigned position). Assists in short- and long-term planning, development, and administration of program policies, procedures, and services. Successful performance of the work requires an extensive professional background, as well as, skill in coordinating program work with that of other College departments/programs. Responsibilities include performing and directing many of the program's day-to-day operational functions. This class is distinguished from the Director, Public Safety Programs in that the latter has overall management responsibility for Fire Technology/Firefighter 1 Academy and Administration of Justice Programs.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

- Serves as CoAEMSP-approved Paramedic Program Director, and provides oversight to the state and locally approved Paramedic Program Director* (*faculty reassigned

- position). Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Emergency Medical Services (EMS) programs.
- Acts as a liaison for the College with federal EMS agencies.
 - As required, coordinates with private and governmental agencies in the areas of training, EMS, and similar emergency response activities.
 - Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs and job market for EMS program graduates, and seeks opportunities for collaboration with local agencies and municipalities.
 - Participates in a variety of committees and meetings related to the EMS programs, which may involve travel outside the College or state.
 - Using input derived from faculty, advisory committees, and oversight organizations, ensures compliance with external accreditation standards for developing, updating, modifying, or submitting for deletion EMS program and/or curriculum forms and supporting documents so that the programs' courses and degrees meet or exceed all applicable county, state, and national training standards, while simultaneously meeting the needs of the tri-county emergency services community.
 - Administers the EMS programs' occupational safety program as specified by Cal-OSHA.
 - Provides for the day-to-day management and supervision of all EMS programs' students and students' records.
 - Complies with local, state, and federal EMS training mandates and recordkeeping standards.
 - Ensures that EMS training and personnel records are accurately maintained.
 - Implements, reviews, modifies, and complies with EMS program standard operating procedures, guidelines, goals and mission statements.
 - In conjunction with the Dean and Director, Public Safety Programs, receives, reviews, investigates, forwards, and/or reports on all EMS student, faculty, and staff complaints.
 - As required, approves the timely processing of EMS purchase orders and time records for compliance with the College's policies and procedures and with state and federal codes, regulations, standards, or laws.
 - Oversees EMS fund-raising efforts and coordinates with the Mt. SAC Foundation.
 - Maintains contracts for EMS clinical sites and/or negotiates for new sites.
 - Troubleshoots issues related to facility use.
 - Seeks out and applies for grants, donations, and other funds which will supplement the current and future EMS course deliveries.
 - Contacts public and private agencies seeking donation of surplus or retired equipment (i.e. medical equipment; and supplies).
 - Oversees the purchasing, inventory management/tracking, security, repair, and operational safety of the tools, equipment, and supplies for the EMS programs; approves or prepares work orders for repairs.
 - Due to special expertise, when required or directed, may respond to campus emergencies and provide technical advice in coordination with other campus administrators.
 - May be required to assist with, or formally serve on, the College's emergency preparedness, safety, crisis management, or similar committees.

- In collaboration with the Division Dean, selects, supervises, and evaluates the performance of EMS programs' faculty and staff.
- Updates procedure manuals as needed for EMS professional and paraprofessional staff.
- Resolves personnel issues at the lowest possible level within the organization.
- Coordinates faculty assignments in the Emergency Medical Services (EMS) programs.
- In conjunction with the Dean, Technology & Health, Director, and department chair, plans, develops, submits, and modifies current and future EMS course schedules.
- Ensures that the EMS programs have well-structured websites that include current program, degree, and course information.

QUALIFICATIONS

Knowledge of:

- Federal, state, and College policies, procedures, and regulations related to fire department operations and fire training delivery.
- Federal, state, and College policies, procedures, and regulations related to EMS training delivery.
- Current methodology, pedagogy, and andragogy concepts related to vocational CTE training and education.
- NWCG; CSTI; CAL-EMA; and the California State Fire Training System policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- CAA-HEP; CoAEMSP; and LEMSA policies, course delivery requirements, code of ethical teaching standards, course management procedures, scheduling, and course processing requirements.
- Principles and practices associated with the maintenance of records, including computerized electronic data collection and reporting techniques.
- Current managerial and supervisory techniques for effective and efficient supervision, management, and leadership of faculty, staff, and classified personnel.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Computer technology, online course management systems, and technology based education systems.
- Grant writing techniques.
- Program, degree, and course development and evaluation procedures.
- Student Learning Outcomes (SLO).
- Risk management assessment and techniques.
- California Title 5 regulations related to program, degree, and course development/delivery.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.

- Principles and procedures of record keeping, technical report writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the College in contacts with governmental agencies; community groups; and various business, professional, educational, regulatory, and legislative organizations.

Skills & Abilities to:

- Plan and administer complex, highly regulated emergency services programs.
- Solve complex program and course delivery problems in a timely, effective, and efficient manner.
- Make sound operational decisions.
- Supervise, coach, and evaluate the work of assigned staff.
- Effectively participate with federal, state, and local organizations and partners.
- Demonstrate sensitivity to, and respect for, a diverse population.
- Chair committee meetings.
- Interpret and apply College policies and procedures, national safety standards, laws, and regulations.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external to the organization.
- Professionally represent the College and the EMS programs in the local and statewide community.
- Communicate effectively orally and in writing.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Accurately estimate resources required to accomplish goals and work within project schedules.
- Work independently in the absence of specific instructions.
- Manage and inventory department equipment and supplies.
- Exercise discretion and tact in the handling and processing of sensitive administrative activities and operations.
- Hire, train, schedule, coordinate, and formally evaluate the work of others.
- Continuously monitor changes in regulations, policies, and technology related to overall needs of the program.

Education and Experience:

The Assistant Director must:

- 1) Possess a minimum of a Bachelor's degree from an accredited institution of higher education and ability to be approved as program director by the national agency, CoAEMSP;
- 2) Have appropriate medical or allied health education, training, and experience;
- 3) Knowledge of methods of instruction, testing, and evaluation of students;

- 4) Have field experience in the delivery of out-of-hospital emergency care;
- 5) Have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic;
- 6) Knowledge of the current versions of the National EMS Scope of Practice, National EMS Education Standards, and evidenced-informed clinical practice.

Preferred Qualifications:

- 1) Qualified to be approved as a Program Director by state/local agency (LEMSA).
- 2) Masters degree in any discipline.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and outdoor setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites and off campus training sites (some sites are in rugged terrain); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing and walking between work areas is required. Must possess the ability to lift, carry, push, and pull equipment, materials, and objects related to the programs. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Incumbents work in an office and open air environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. In addition, when required, incumbents will work in outside weather conditions and be exposed to extremely hazardous conditions and materials.