

## **DIRECTOR, PUBLIC SAFETY PROGRAMS**

### **DEFINITION**

Under the administrative direction and oversight of the Dean, Technology and Health, the Director, Public Safety Programs plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Mt. SAC Fire Technology Program, Fire Academy, and Administration of Justice Program, both on-campus and at off-campus training locations. Provides administrative direction and oversight to the Assistant Director, Public Safety Programs, which serves as the Paramedic Program Director and Clinical Coordinator. Works with regional fire agencies to establish and maintain strong working relationships, awareness of employer needs, and job market for Firefighter 1 Academy and EMS program graduates, and 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 an overtime-exempt supervisory classification.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Dean, Technology and Health Division. The incumbent exercises general direction and supervision over professional faculty, technical, and administrative support staff.

### **CLASS CHARACTERISTICS**

This is a Program Director classification that manages all activities of the Fire Technology/Firefighter 1 Academy/Administration of Justice Programs and supervises the Assistant Director, Public Safety Programs, which serves as Program Director and Clinical Coordinator of the Paramedic Program. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Dean, Technology and Health Division in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in managing departmental work. This class is distinguished from the Dean, Technology and Health Division in that the latter has overall responsibility for all functions of the Technology and Health Division and for developing, implementing, and interpreting public policy.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

- Serves as designated California State Fire Marshal's Office, Fire Fighter 1 Academy Director; oversees activities within all Firefighter 1 Academy offerings to include monitoring enrollments, recruitment, retention, problem solving, testing, test control, student welfare and safety, and new student orientation; plans, organizes,

coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Fire Technology/Firefighter 1 Academy/Administration of Justice programs both on-campus and at off-campus locations used in Fire Academy Training (i.e., athletic fields, fitness areas, Chino Training Center, off-site specialty training locations).

- Acts as a liaison for the College with local, county, and state and federal fire agencies.
- As required, coordinates with private and governmental agencies in the areas of training, firefighting rescue, fire prevention, 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 Firefighter 1 Academy and EMS Program graduates, and seeks opportunities for collaboration with local agencies and municipalities.
- Participates in a variety of committees and meetings related to the Fire Technology/Firefighter 1 Academy/Administration of Justice programs, which may involve travel outside the College or state (i.e., serve as an active member on the California Fire Technology Directors Association attending quarterly meetings, attend Los Angeles County Foothill Fire Training Officers meetings and San Bernardino County Fire Officer training meetings).
- Plans, organizes, coordinates, manages, and evaluates the day-to-day activities and functions of the Mt. SAC Fire Technology/Firefighter 1 Academy/Administration of Justice programs, both on-campus and at off-site locations used in Fire Academy Training (i.e., athletic fields, fitness areas, Chino Training Center, off-site specialty training locations).
- Using input derived from faculty, advisory committees, and oversight organizations, ensures compliance with external accreditation standards for developing, updating, modifying, or submitting for deletion Fire Technology/Firefighter 1 Academy program and/or curriculum forms and supporting documents so that the program's 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.
- Ensures that all Firefighter 1 Academy hazardous training exercises are conducted within the guidelines of a nationally recognized standards organization such as the NFPA.
- Administers the fire program's occupational safety program as specified by Cal-OSHA, or NFPA.
- Provides for the day-to-day management and supervision of all Fire Technology/Firefighter 1 Academy/Administration of Justice programs' students and students' records.
- Complies with local, state, and federal Firefighter 1 Academy training mandates and recordkeeping standards.
- Ensures that Fire Technology/Firefighter 1/Administration of Justice training and personnel records are accurately maintained.
- Implements, reviews, modifies, and complies with Fire Technology/Firefighter 1 Academy/Administration of Justice program standard operating procedures, guidelines, goals, and mission statements.

- Writes and updates the Firefighter 1 Academy's standard training evolutions, including live fire or similar hazardous activities to comply with local, state, federal, and national safety standards, guidelines, laws, and similar regulatory requirements.
- In conjunction with the division dean, receives, reviews, investigates, forwards, and/or reports on all Fire Technology/Firefighter 1 Academy/Administration of Justice student, faculty, and staff complaints.
- Coordinates with the College's Financial Aid Office to maintain currency with federal and state financial aid requirements.
- In conjunction with the division dean, support staff, and full-time faculty, assists, develops, proposes, justifies, and modifies Fire Technology/ Firefighter 1 Academy/ Administration of Justice/EMS program budgets and new budget requests.
- As required, approves the timely processing of Fire Technology/Firefighter 1 Academy/ Administration of Justice 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 Fire Technology/Firefighter 1 Academy/Administration of Justice fund-raising efforts and coordinate with the Mt. SAC Foundation.
- Maintains contracts for Firefighter 1 Academy off-site locations and/or negotiate for new sites.
- Troubleshoots issues related to use of facilities.
- Seeks out and applies for grants and other funds, which will supplement the current and future fire course deliveries.
- Contacts public and private agencies seeking donation of surplus or retired equipment (i.e., fire engines, tools, and equipment).
- Oversees the purchasing, inventory management/tracking, security, repair, and operational safety of the tools, equipment, and supplies for the Fire Technology/Fire Academy/ Administration of Justice programs; approves or prepares work orders for repairs.
- Maintains vendor resources to support academy and student supply/equipment needs.
- Determines schedule for routine maintenance/replacement of equipment and troubleshoot maintenance problems.
- 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, participates in the selection, supervision, and evaluation of the performance of Fire Technology/Firefighter 1 Academy/Administration of Justice programs' faculty and staff.
- Update procedure manuals as needed for Firefighter 1 Academy professional and paraprofessional staff.
- Resolves personnel issues at the lowest possible level within the organization.
- Coordinates faculty assignments in the Fire Technology/Firefighter 1 Academy/Administration of Justice.
- In conjunction with Dean and department chair, plans, develops, submits, and modifies current and future Fire Technology/Administration of Justice course schedules.

- Ensures that the Fire technology/Firefighter 1 Academy/Administration of Justice programs have well-structured websites that include current program, degree and course information.
- Performs and/or assists in special projects and assignments as directed.
- Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Federal, state and College policies, procedures, and regulations related to fire department operations, and Fire 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.
- 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.

- Professionally represent the College and the Fire Technology/Firefighter 1 Academy/Administration of Justice programs in the local and statewide community.
- Supervise, coach, and evaluate the work of assigned staff.
- Effectively participate with federal, state, and local agencies.
- 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 and administer Mt. SAC Fire Technology/Firefighter 1 Academy/EMS programs budgets.
- Prepare written operating procedures and program standards.
- Effectively work with people at all levels, internal and external, to the organization.
- 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:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to a Master's degree from a regionally accredited college or university and two full-time equivalent years of formal training or leadership experience reasonably related to the administrator's administrative assignment. Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and staff.

### **Desirable Qualifications:**

- Successful supervisory experience command-leadership professional experience
- Five (5) full-time equivalent years of experience in fire technology

### **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 and 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. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

### **ENVIRONMENTAL ELEMENTS**

Employees work in an office and open air environment with moderate noise levels, controlled temperature conditions. Employees will interact with staff, students, and/or the public in interpreting and enforcing departmental policies and procedures. When required, employees will work in outside weather conditions and be exposed to extremely hazardous conditions and materials.