

Job Description

Position Title: Academic Director, Public Safety and Security

Job Family: Academic Affairs

Job Type: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Academic Director of Public Safety and Security is responsible for leading and directing strategic planning, administration, and coordination of five first responder programs (Administration of Justice, Emergency Medical Technology, Fire Science, Law Enforcement Academy, and Paramedic programs). This position is responsible for directing and leading special projects and initiatives assigned by the program's dean, as well as ensuring excellence in all aspects of the first responder programs.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Directs all activities of the Center of Excellence. Plans, coordinates, and evaluates programs, projects, processes, procedures, systems, standards, and service offerings. Leads and manages first responder education and training programs; ensures department aligns with college's emphasis on student success, via graduation, retention, and completion rates.
2. Supervises employees: prioritizes, schedules, and assigns work; assists with goals, evaluates performance, and professional development.
3. Develops programs and courses to meet upcoming community first responder needs and industry trends. Contributes to the consistency of the overall mission and vision of the College by providing sound instructional programs and student support services.
4. Establishes, maintains, and grows successful cooperative relationships with local first responders including police, fire, ambulance, DoD military, and city, county, state, and federal criminal justice agencies and high school principals. Oversees the development and management of multiple complex contracts and agreements.
5. Makes hiring, training, termination, and disciplinary recommendations. Provides leadership and team development for staff and faculty.
6. Develops, monitors, and oversees program budgets. Develop and oversee strategic pursuit of funding and revenue opportunities including contracts, grants and open enrollment training.
7. Coordinates workforce, dual enrollment, credit and non-credit efforts, and learner onramps.
8. Makes data driven decisions based on community needs assessments to design Public Safety & Security curriculum. Develops curriculum roadmaps for course development to ensure curriculum relevancy and quality.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

- Knowledge of project management principles, processes, and techniques.
- Skill in people leadership and supervision.
- Skill in team building.
- Knowledge and application of various instructional methodologies.
- Ability to apply analytical and critical thinking skills, in addition to developing and establishing conclusions, and preparation of accurate reports of results.
- Ability to adapt to a rapidly changing technical environment.
- Ability to adapt and maintain professional composure under emergency and crisis situations.

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Criminology, Emergency Medical Services, or a closely related field of study required.
- Master's in Criminal Justice, Legal Studies, Public Administration, Law, or a closely related field of study (preferred).
- Five (5) to eight (8) years of related experience with law enforcement or fire safety
- Three (3+) years of supervisory experience
- OR an equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions. Will also conduct periodic visits to various training sites and partner agencies.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours
- Professional Development Travel as-needed