

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: ASSOCIATE DEAN, REGIONAL PUBLIC SAFETY TRAINING CENTER

FLSA STATUS: EXEMPT

BASIC FUNCTION:

Under the direction of an area administrator, provide administrative leadership in the planning, organization, and evaluation of the regional public safety instructional programs and services of the Regional Public Safety Training Center (RPSTC), and other technical and general education programs.

REPRESENTATIVE DUTIES:

Provide leadership for continuous evaluation and improvement of assigned instructional programs. *E*

Supervise instructional programs in fire technology, pre-service and post-service law enforcement training, administration of justice, probation, emergency medical technologies and other programs offered at the Regional Public Safety Training Center. *E*

Participate in the personnel selection process including developing and reviewing selection criteria, recruiting, screening, interviewing, and recommending within area of responsibility and supervises and evaluates assigned staff, both faculty and classified. *E*

Oversee the coordination, development, and scheduling of curriculum offerings; monitor instructional assignments. *E*

Analyze and recommend course scheduling patterns to meet student needs and demand. *E*

Serve as liaison with POST, STC, State's Fire Marshall's Office, and other regional public safety agencies. Assure the certification requirements of POST, STC, State Fire Marshall's Office and other regional public safety agencies are met. *E*

Assist with management and monitoring of district vocational training agreements. *E*

Ensure all policies and procedures related to public safety training are adhered to. *E*

Develop partnerships with local, regional and national agencies. *E*

Work proactively to monitor and ensure growth and productivity goals are attained. *E*

Administer procedures for the use and protection of district property in areas of assigned responsibility. *E*

Prepare, recommend and administer the annual program budget for assigned programs. *E*

Provide leadership for the development of partnerships with other programs, grants and other potential sources of financial assistance. *E*

Analyze, formulate, plan and evaluate with public safety officials and community leaders, the broad training and educational goals of the public safety community. *E*

Serve on local, district, and state committees as assigned; assist in interpreting college programs and services to the general public. *E*

Foster new program development as appropriate. *E*

Provide communication to the main campus support services, such as instructional media, assessment, telecommunications needs, counseling services and other services as needed. *E*

May be required to work evenings and weekends as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Federal and State laws and regulations governing public safety and related programs.
Instructional methodology, course selection and budgetary procedures related to the course.
Risk identification, assessment, mitigation and management.
Program review and evaluation processes.
Grant writing techniques.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Effectively represent the center and the college to clients, state regulatory agencies and the community.
Effectively train, supervise and evaluate the performance of assigned staff.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.

Work independently with little direction.

Plan and organize work.

Direct the maintenance of a variety of reports, records and files related to assigned activities.

Demonstrate sensitivity to, and respect for, a diverse population

EDUCATION AND EXPERIENCE:

Master's degree from an accredited institution and one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

WORKING CONDITIONS:

Office environment; position requires hearing and speaking to communicate and exchange information.