

RIO HONDO COMMUNITY COLLEGE DISTRICT

DIRECTOR OF POLICE ACADEMY

DEFINITION

Under administrative direction, to provide leadership and direction; to manage, supervise, and coordinate Police Academy programs and activities; to coordinate assigned activities with other District divisions, and outside agencies; and to provide highly responsible and complex professional support to the Dean of Public Safety.

SUPERVISION EXERCISED

The Director will exercise direct supervision over faculty, technical and administrative support staff and will demonstrate the ability to manage the Police Academy, specifically:

1. Integrating and sequencing instruction; and
2. Managing instructional methods, testing, and remediation.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provide leadership and direction and assume management responsibility for the Police Academy programs, services, and activities.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Police Academy programs; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Public Safety; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for the Police Academy; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Police Academy program annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Public Safety with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Dean of Public Safety; prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Police Academy programs, policies, and procedures as appropriate.

Establish and maintain linkages with local, county, State, and Federal public entities.

Develop proposals for securing external funding for program expansions as well as on-going offerings.

Serve as a liaison between the Rio Hondo College Police Academy program and local, county, State, and Federal projects.

Continue and expand strategic public and private sector partnerships appropriate to the Police Academy program.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Promote College programs and services and encourage collaboration, teamwork, and positive working relationships among faculty and staff.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of public safety.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Instructional techniques designed to accommodate diverse learning styles and promote

welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of a Police Academy program.

Organizational and management practices as applied to the analysis and evaluation of Police Academy programs, policies, and operational needs.

Modern and complex principles and practices of Police Academy program development and administration.

Principles and practices of budget preparation and administration.

Basic and advanced police training techniques.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Police Academy program.

Recommend and implement goals, objectives, and practices for providing effective and efficient Police Academy services.

Manage, direct, and coordinate the work of faculty and professional, technical, and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Police Academy issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Police Academy goals.

Research, analyze, and evaluate new Police Academy service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Police Academy programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Experience:

One year of formal training, internship, or leadership experience reasonably related to the administrative assignment.

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students.

Training:

Master's degree from an accredited college or university.

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

Possession of, or ability to obtain, First Aid and CPR Certificates.

Ability to obtain, within one year of employment, Academy Director's POST Certificate.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 42

Effective Date: May 11, 2005, January 10, 2013

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