



BUTTE COLLEGE

Director, Public Safety Education and Training

Butte-Glenn Community College

Opening Date/Time:

Closing Date/Time: 1/30/2019 4:00 PM Pacific

Salary: Not Displayed

Job Type:

Location: Main Campus, CA

Department: Office of Instruction

Description:

Full-time Exempt 40 hours per week; 12 months per year

MSC Range 20; \$109,352.41 per year

Relocation reimbursement may be authorized. Please contact Human Resources for more information.

Some highlights and details associated with this position:

Work schedule of Monday - Thursday, 7:30 a.m. - 5:00 p.m. and Friday 8:00 a.m. - 12:00 p.m.

Over the summer, that changes to Monday - Thursday 7:00 a.m. - 5:00 p.m. with Friday off.

Health benefits, The District offers several plans to employees, many of them at no cost to the employee. Additionally, Butte College employees have access to two Health and Wellness Centers through Butte Schools Self-Funded Programs. Employees can receive free or reduced cost care (depending on plan election).

Butte College's main campus is located on a 928-acre wildlife refuge and we pride ourselves on being a national college leader in sustainability. Community partnerships matter to us. We work with our K-12 partners to create career pathways for students to seamlessly move from high school to Butte College coursework or credit to transfer to a four-year university. In fact, Butte College has the highest transfer rate of all California community colleges to California State University, Chico. Butte College contributes to economic development through the Training Place, and the Small Business Development Center.

For <https://youtu.be/SRaqlRMBTOI>, we have successfully provided a quality educational experience to our students, offering associates degrees and training in career fields including business, medical, law enforcement, welding, automotive, computers, and more.

The ideal candidate will share Butte College's commitment to our http://www.butte.edu/community/about/mission_values.html, especially our commitment to educating our racially and socio-economically diverse student population. We currently enroll around 16,000 students annually, many of whom are from racially minoritized populations. 56% of Butte College students are white, 27% are Latinx, 6% are Asian, 2% are African American, 1% are Native American, and 5% are multi-ethnic. As a Hispanic Serving Institution (HSI), Butte College understands that it has a great responsibility to the educational attainment and economic well-being of our surrounding communities.

The successful candidate will join a campus community that demonstrates its commitment to student equity by supporting ongoing professional development for students, faculty and staff. These opportunities include a Cultural Awareness Community of Practice, FAIR Classrooms, active Diversity and Student Equity Committees, support for our <http://www.butte.edu/services/AB540/UndocResource%20Guide-10.16.17.pdf> <https://get.adobe.com/reader/>, a robust set of culturally responsive programs and events, and conferences related to equity-mindedness and supporting the success of our diverse students.

OVERVIEW:

Under the administrative direction of a Dean of Student Learning, administers classes, programs and student services offered by the Public Safety Education and Training Center, to include Law Enforcement Academies (Regular Basic, State Parks, Fish and Wildlife), Fire Academy, Fire Science, Administration of Justice, etc...; Develops course schedules and supervises instructional and classified staff to ensure educational objectives are met; performs related work as required.

Representative Duties:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *

- Supervises academic and classified personnel in the Center to ensure that educational objectives are met. Projects staffing needs; supervisory duties include assigning and reviewing work; maintaining standards; coordinating activities; selecting new employees; acting on employee problems and recommending employee disciplinary action as appropriate. Reviews the work of subordinates for effectiveness and completeness; makes recommendations and offers advice and assistance as needed*
- Identifies, develops, evaluates and implements program goals, objectives and policies, as well as Center programs and courses; revises and expands the curriculum as necessary to meet the needs of the community*
- Prepares the Center's schedule of classes; provides teaching schedules, loads and room schedules for both day and evening classes; assigns teaching assignments; prepares and revises course outlines, new course proposals and educational programs; revises College catalog information related to the Center*
- Develops, evaluates and staffs all outreach programs and courses offered by the Center*
- Develops and oversees the maintenance of Center facilities and resources*
- Prepares and administers a comprehensive budget for the Center. Monitors expenditures to ensure compliance with budget allocations for programs and projects and assists in preparing grant proposals and applications for additional funding. Identifies and evaluates grant opportunities*
- Reviews and approves textbook and supply orders, travel requests, invoices and requisitions*

- Maintains contact and communication with all segments of the Criminal Justice System, and the Fire Service to keep abreast of current requirements, trends, policies and procedures; coordinates activities and programming with the California Commission on Peace Officer Standards and Training, the California Board of Corrections, the California State Fire Marshal's Office, California Department of Parks and Recreation, California Department of Fish and Wildlife, and the California Specialized Training Institute*
- Prepares and submits reports as required by administration and other agencies*
- Teaches classes as assigned*
- Facilitates meetings of the Center's advisory committees; attends and travels to administrative and industry related, off campus meetings as required.
- Assists with the marketing and advertising of Center courses; receives and responds to inquiries regarding programs and procedures.
- Orients new staff to their duties and obligations.
- Initiates and maintains positive relationships with other departments and members of the College community.
- Serves on a variety of District committees as requested.
- Performs related work as required.

Qualifications/Requirements:

MINIMUM QUALIFICATIONS: EDUCATION AND EXPERIENCE:

- Possession of a Master's Degree from a regionally accredited body or the equivalent; AND
- One (1) year of formal training, internship or leadership experience reasonably related to the administrator's administrative assignment (per Title V regulations); AND
- Five (5) years of management experience in law enforcement, corrections or fire service.

*Education equivalency equals two (2) years of increasingly responsible related work experience for each full year (24-30 units) of college.

DIVERSITY QUALIFICATIONS:

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

DESIRED QUALIFICATIONS:

- Prior experience working in a law enforcement or fire science academy, OR
- Prior experience as a training facilitator or coordinator in a law enforcement or fire protection agency.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- Valid/current California Driver's License required at time of hire and to be maintained throughout employment.

Supplemental Information:

KNOWLEDGE, SKILLS AND ABILITIES:

May be acquired through education, training and/or experience. Knowledge of: District policies, rules and procedures; laws and ordinances pertaining to the specific responsibilities of the position; supervisory and managerial concepts and principles; instructional programming

development theories and methods of implementation; the public service systems; analysis and evaluation of programs and services; and budget preparation.

Ability to: apply District policies, rules and procedures; ensure compliance with all laws, regulations and policies through effective program supervision; motivate and provide supervision and leadership to a diverse group of professionals and classified staff; assess the educational needs of a community; plan and coordinate the most effective use of faculty, staff, facilities and resources to achieve program goals; comprehend and stay current with the theories of and practices in higher education instruction and programming; communicate professionally in confrontational situations; compose complex reports and correspondence; prepare complex schedules; analyze administrative problems and prepare comprehensive, clear and concise reports and recommendations; make sound, educated decisions; work independently; establish and maintain cooperative working relationships with those contacted in the course of work; work with diverse populations; make public presentations; safely operate a motor vehicle to travel to required administrative and industry meetings off campus ; maintain records accurately and with confidentiality as required; compile, organize and use various financial information necessary in the preparation of budgets.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Provides direct supervision of academic and classified employees in Fire Science, Administration of Justice and public safety education and training.

PHYSICAL EFFORT:

Normal office environment. Frequent walking and standing; some lifting and carrying objects of moderate weight (12 to 20 pounds).

CONTACTS:

All classifications of faculty, staff and administration at Butte College; Public Safety Education and Training employees and students; other educational institutions; law enforcement, fire service and criminal justice professionals and consultants; advisory committee members; students; vendors; and the general public.

WORKING CONDITIONS:

Normal office environment. Some tasks may require frequent walking and standing, with some lifting and carrying of objects of moderate weight (12 to 20 pounds); some exposure to extreme weather conditions.

PRE-EMPLOYMENT REQUIREMENTS:

- The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
- Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
- As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered this position you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck. The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The Butte-Glenn Community College District is an Equal Opportunity Employer.

-----Application Instructions-----
ALL APPLICANTS, INCLUDING CURRENT BUTTE COLLEGE EMPLOYEES, MUST SUBMIT ALL REQUIRED DOCUMENTS WITH THE ONLINE APPLICATION IN ORDER TO MOVE FORWARD IN THE RECRUITMENT PROCESS.

REQUIRED ATTACHMENTS

All on-line attachment types require that you attach a document.

COVER LETTER:

Please describe in your cover letter how your past experience and qualifications meet the needs of this position.

RESUME OR VITA:

Please submit this as an attachment, not as a text resume within the application.

TRANSCRIPTS OF ACADEMIC WORK:

You are required to provide transcripts for coursework and/or degrees listed on the application materials you have submitted. The transcripts must include the date the institution granted the degree. Legible unofficial copies of transcripts are acceptable at this point in the process. Official transcripts must be submitted prior to hire.

FOREIGN TRANSCRIPTS:

Foreign transcripts must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or our website at; http://www.butte.edu/hr/job_opportunities/associate_faculty/foreign_degree_eval.html

All offers of employment are contingent upon the submission of official transcripts showing completion of the degree.

Reimbursement for travel may be authorized. Please contact Human Resources for more information.

To apply, visit: <http://apptrkr.com/1357613>

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<https://www.jobelephant.com/jeid-6b73ed918dff4442a350e74a4335f666>