



The **ACADEMY**

South Bay Regional Public Safety Training Consortium

3095 Yerba Buena Road, San Jose, CA 95135 ♦ Phone (408) 270-6458 ♦ Fax (408) 238-0286

Program Coordinator

Job Announcement

SALARY- Range 102

\$4,909.62 - \$5967.67 Mo

DEFINITION

Under the general supervision of the Vice President of Academic Affairs, to take responsibility for the total coordination, scheduling and implementation of public safety training programs; to recommend and assist in staff selection; to design and coordinate safe practical skill training exercises; and to perform other related duties as assigned.

ASSIGNMENT

Responsible for the scheduling, supervision and coordination of all aspects of the public safety program and other duties as assigned. General assignment is 40-hours per week, normally 8:00 am - 5:00 p.m. Monday through Friday, 12 months per year. There may be limited weekend and weeknight hours based on class schedules and Consortium needs.

DISTINGUISHING CHARACTERISTICS

This is an "exempt" administrative/supervisory position assigned by the Vice President of Academic Affairs with program responsibilities in multiple public safety training discipline, including the supervision and direction of support staff. The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication skills. Knowledge of The Commission on Peace Officer Standards and Training (POST), Standards and Training for Corrections (STC) and the community college is preferred.

EXAMPLES OF DUTIES

Depending on assignment, duties include, but are not limited to, the following:

- Administer, develop, coordinate and supervise the public safety programs including course management, curriculum development, assigning and evaluating staff, and working with students
- Supervise, mentor, and evaluate course coordinators.
- Monitor and supervise instructional delivery including student evaluations, classroom/training observations and instructor standards (e.g. AICC, POST Resumes, Reg. 10-70, instructor files, etc)
- Schedule, mentor, and supervise staff including instructors, evaluators and role players
- Design, coordinate, and supervise safe practical demonstrations, exercises and scenarios including test elements.
- Maintain contact with the Vice President of Academic Services to ensure program compliance and goals
- Manage and ensure community college requirements are met including registration, course fees, grades, student records and student services (ADA, academic, etc)
- Ensure compliance with P.O.S.T. and S.T.C., including minimum course content, test administration and security agreements, and rules and regulations governing minimum State training requirements.
- Under direction, recruit and recommend faculty members; assist academic staff with curriculum development activities; facilitate and coordinate POST, and STC course certification, manage reimbursement procedures, and course required paperwork (e.g. POST Roster, TRR, STC Roster, etc)
- Evaluate, train, coach and mentor students



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- Supervise and/or conduct investigations relating to student disciplinary issues, student grievances or misuse of equipment
- Supervise, manage and complete student performance records (evaluations, attendance, etc) in compliance with POST, STC, and/or Academy standards.
- Supervise the daily logistical coordination of assigned classes.
- Maintain records on equipment issued to programs or students.
- Interact with the Business Office regarding fiscal and employment issues including petty cash requirements, HR issues, payroll and employment status;
- Communicate and coordinate with public safety agencies including student injuries, training performance, recruiting and other general information related to the class and/or the employee
- Develop class schedules, create faculty teaching verifications and conduct other related business functions using the Consortium IT system
- Maintain liaison with appropriate advisory committees, training managers committees and/or other local and state committees.
- Maintain liaison with certifying agencies such as Peace Officer Standards and Training (POST), Standards and Training for Correction (STC), and State Fire Training, etc.

QUALIFICATIONS:

Knowledge of:

- Instructional methods, techniques and terminology
- Student registration and attendance accounting procedures
- P.O.S.T, S.T.C.course certification/ accounting procedures
- Government purchasing and business procedures
- Hiring practices for both instructional and classified staff
- Public agency training requirements and procedures
- Computer usage and network-based computer operations
- Principles of supervision, training and evaluation

Ability to:

- Supervise, plan, organize, schedule, coordinate, and maintain accountability for a complete training course
- Work independently and exercise judgment and initiative
- Communicate effectively with diverse groups including students, college personnel and public agency employees
- Coordinate, recruit, and assign support staff as directed
- Provide support services required for training programs
- Communicate effectively both, orally and in writing
- Supervise, train and evaluate employees
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds
- Work as part of a team to accomplish goals and objectives
- Establish and maintain cooperative effective working relationships with others

EXPERIENCE AND EDUCATION:

An Associates degree and the combination of public safety experience and education that demonstrate the required knowledge and abilities are minimally required for qualification. A typical way to acquire the knowledge and abilities would be: education equivalent to a minimum of two years of college with course work in supervision or closely related subjects, and demonstrated successful supervisory experience. A Bachelor's degree and knowledge of and/or experience with public safety systems is desirable.

BENEFITS:

This is a full-time salaried position with Medical, Dental, Vision and the Consortium Retirement Plan.

SALARY:

Range 102A \$58,925.44 - \$71,612.04 annually based upon 2015-16 JSalary Schedule.

APPLICATION REQUIREMENTS:

Applications meeting required qualifications will be forwarded to the interview committee. It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at www.theacademy.ca.gov)
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications
- Unofficial transcripts demonstrating minimum educational qualifications (official transcripts required at time of job offer)

Submit application materials to:

Michael Lombardo/Vice President of Administrative Services
South Bay Regional Public Safety Training Consortium
3095 Yerba Buena Road
San Jose, CA 95135-1598
Phone 408-270-6458 Fax 408-239-0763
email: mlombardo@theacademy.ca.gov

Closing Date: Open until position filled

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION. Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.