

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

DIRECTOR, POLICE ACADEMY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the administrative direction of the Dean of Criminal Justice, the Director, Police Academy plans, organizes, directs, and manages the programs and operations of the San Bernardino County Sheriff Department (SBCSD) Intensive Academy at the Frank Bland Regional Training Center and the San Bernardino Valley College Extended Format Academy certificate programs and in-service training for police; and perform administrative support duties related to the operations of the Policy Academy.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plan, organize, direct, and provide leadership for the programs, projects and activities of the Police Academy to create effective learning environments for students.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs; provide program analysis and participate in strategic instructional planning.
3. Oversee and administer the Physical Agility Testing and preparedness; and ensure the submission of all testing materials and scores to the California Commission on Peace Officer Standards and Training (POST).
4. Participate in the selection, assignment, training, supervision, and evaluation of assigned staff; supervise assigned personnel in accordance with District policy; provide and coordinate training for staff;
5. Recruit, train, schedule, assign, supervise and evaluate the work performance of assigned academic personnel.
6. Provide leadership for program development, implementation, evaluation and revision of the curriculum.
7. Administer external accreditations and assure regulatory compliance with the California Commission on Peace Officer Standards and Training.
8. Maintain current knowledge of new developments and innovations in Police Academy Programs; recommend changes to maintain relevance and meet student and community needs; conduct instructional needs assessments as appropriate.
9. Monitor registration in program classes; recommend opening of new class section and the cancellation of classes.
10. Manage the facility operations of the Police Academy including facility planning.
11. Assure that all programs, services and functions comply with federal, state and local codes, rules, regulations, ordinances and District policies and procedures.
12. Communicate with community leaders to determine needs for new courses and programs in the Academy.

13. Participate in cooperative arrangements with other educational institutions.
14. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
15. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operational characteristics, services, and activities of Police Academy operations, activities and programs.
Methods and techniques of leadership and management.
California Police Officer Standard Training policies, procedures, codes and regulations.
Principles and practices of program development and administration.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Modern office procedures, methods, and equipment including computers and applicable software.
Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

Oversee and participate in the management and leadership of a comprehensive Police Academy program.
Oversee, direct, and coordinate the work of lower level staff.
Participate in the selection and recommendation, supervision, training, and evaluation of staff.
Participate in the development and administration of goals, objectives, and procedures for assigned area.
Gather and analyze data and situations and make appropriate decisions.
Prepare and present comprehensive, concise, clear oral and written reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
Provide leadership based on ethics and principles as they relate to the functions and operations of the Police Academy.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education and Experience:

A Master's degree from an accredited college or university.

Required Experience:

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

License and Certificates:

1. Possession of California Peace Officer and Standards Training (P.O.S.T.) advanced and supervisory certificates.
2. Possession of or, ability to obtain a valid California Driver's License upon appointment.
3. Possession of, or ability to obtain First Aid and CPR certificates upon appointment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.