



CLASS SPECIFICATION

Class Code: 15125
Date Est: 03/2004
Last Rev: 08/2017
Last Title Chg:
FLSA: exempt
Probation: 12 months

DIRECTOR, REGIONAL PUBLIC SAFETY TRAINING CENTER

DEFINITION

Under administrative direction, manages, directs and oversees the day-to-day operations of the Regional Public Safety Training Center; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in business administration, public administration or a closely related field AND five years of full-time progressively responsible experience in the management and administration of a regional training center or similar type of training institution; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at time of appointment and must be maintained for continued employment.

SUPERVISION EXERCISED

Exercises direct supervision over support staff and assigned professional staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Direct, organize and supervise the functions and activities of the Regional Public Safety Training Center.

Promote the Regional Public Safety Training Center to local, regional, state and national law enforcement and fire agencies; develop marketing strategies for the Regional Public Safety Training Center by creating and overseeing promotional material, providing tours, and developing and promoting seminars and classes.

Coordinate activities and training scheduling between the partner agencies to ensure cooperation with usage of the Regional Public Safety Training Center.

Develop, monitor and administer the Regional Public Safety Training Center budget to ensure effective and efficient use of the Public Safety Training Center resources; ensure that all expenditures meet applicable regulations; communicate with the Regional Public Safety Training Center boards and committees about the financial aspects of the operations; generate revenue through scheduled training to achieve a self-sustaining training center.

Supervise assigned staff to include determining work performance standards, conducting performance evaluations, coaching and mentoring, work assignments and reviews, establishing work schedules, conducting employment interviews, and implementing disciplinary measures following human resource standards.

Serve as chair of the Operations Committee; support the Executive Board and Manager's Board; develop and make presentations, operations manuals, preparation of agendas and minutes; complete special projects as assigned.

Network with partnering agencies to ensure equitable and fair access to the Regional Public Safety Training Center resources; administer and ensure priority use of the Regional Public Safety Training Center in accordance with interlocal agreements.

Oversee maintenance and repair of the Regional Public Safety Training Center by development of a comprehensive maintenance and repair schedule; perform an annual condition assessment and inspection of facility to identify maintenance and repair needs; coordinate with user/partner agencies for recovery of equipment and repair costs.

Establish, foster and maintain relationships with boards and commissions, government agencies, legislative committees, advisory committees and others on behalf of the Regional Public Safety Training Center; serve as a liaison with Panther Valley Community Association and the North Valley's Neighborhood Advisory Board.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of management and supervision; including program planning, implementation, and administration.

Principles of budget preparation and fiscal accounting.

Methods and techniques of market research, statistical data collection, and analysis and report preparation.

Methods and techniques of marketing, promotion, advertising and publicity related to programs, services and organizations.

Roles and responsibilities of interfacing agencies and governing bodies.

Managing, organizing and coordinating multiple functions of a training center.

Ability to:

Effectively supervise staff.

Plan, coordinate and direct the operations of the Regional Public Safety and Training Center to achieve established goals and maximize efficiency.

Evaluate market information, formulate promotional strategies and make appropriate recommendations for publicity mediums.

Maintain cooperative and effective working relationships with elected and appointed officials, management, county and city staff, other government agency staff (including federal, state, local and volunteer fire agencies), citizen groups and advisory boards, and the general public.

Interpret and apply statutes, codes, regulations and policies pertaining to emergency services.

Evaluate work priorities, procedures and processes to determine their effectiveness and efficiency.

Identify external funding sources to assist in supporting the Regional Public Safety Training Center.

Project cost, staffing and resource requirements.

Write comprehensive narrative reports and recommendations.

Communicate effectively, both orally and in writing.

Make presentations and represent the Regional Public Safety Training Center in various public forums such as County Commission meetings.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to work in a standard office environment.

Must pass a thorough background investigation which includes completing and submitting a personal history statement, passing a drug test, submitting a set of fingerprints and passing a CVSA (Computerized Voice Stress Analysis).

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.