

CLASS SPECIFICATION

Class Code: 60015125 Date Established: 03/2004 Last Reviewed: 07/2025 Last Revised: 07/2025

Last Title Change:

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

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

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

Exercises direct supervision.

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; and generate revenue through scheduled training to achieve a cost benefit for the training center.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

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.

Serve as a liaison with Panther Valley Community Association and the North Valley's Neighborhood Advisory Board.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of:

Department/division policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination, ADA, and EEO.

County budgeting and expenditure policies and procedures.

Roles and responsibilities of interfacing agencies and governing bodies.

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

Ability to

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.

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

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.

<u>Entry Level</u> (Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)

Knowledge of:

Principles and practices of effective management and supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline, plus 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.

Ability to:

Supervise personnel, including training, assigning and reviewing work, administering discipline and conducting performance evaluations.

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

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

Project cost, staffing and resource requirements.

Write comprehensive narrative reports and recommendations.

Communicate effectively, both orally and in writing.

Establish, foster, and 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.

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 professional office environment.

Must pass a thorough background investigation which includes completing and submitting a personal history statement, 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.