

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

**JOB TITLE:** Associate Dean, Public Safety Education & Training

**BASIC FUNCTION:** Under the supervision of the area Dean, administers the Fire Technology/Fire Academy Program and assists with the coordination of law enforcement programs, including day-to-day operations and the future benchmarks of the program; interacts with various law enforcement agencies and their employees to assess educational training needs and to coordinate activities to ensure the quality of programs; ensures the academic, vocational, and advanced officer training components of the program; interacts with various regulatory agencies to ensure program meets with local, state, and federal training mandates.

**SUPERVISORY RESPONSIBILITIES:** Basic Firefighter Academy Operations and Logistics Coordinator, State Fire Marshal Course Offerings Coordinator, Multi Company Truck Operations Academy Coordinator, Shared Supervision with Riverside County Fire Department Training Captains/RCC Coordinators, Department Instructional Specialist, Student Services Technician, Adjunct Faculty.

**REPRESENTATIVE DUTIES:**

1. Coordinates the day-to-day operations of the Fire Technology/Fire Academy Program and other public safety education initiatives.
2. Maintains partnerships and liaisons with public agencies at the local, state and federal levels.
3. Assures regulatory compliance with California Office of the State Fire Marshal and other regulatory agency mandates.
4. Assists the Dean of PSET in analyzing, planning, coordinating, and evaluating all operations in the following programs in cooperation with the Riverside County Sheriff's Department staff: Basic Peace Officer Training Academy; Basic Reserve Modular Training Academy; Correctional Deputy Training Program; and Advanced Officer Training Program for Peace Officers.
5. Analyzes, plans, coordinates, and evaluates, in collaboration with the Dean of PSET, all operations in the following programs in cooperation with the Riverside County Fire Departments staff: Basic Firefighter Academy and State Fire Marshal Fire Officer Advanced Officer Training Programs.
6. Maintains compliance with the College's Administration of Justice Program policies and regulatory curriculum with P.O.S.T. while managing the accuracy of teaching and classroom assignments for faculty.
7. Participates in the College curriculum process to present new or revised course and program proposals and other matters related to the law enforcement academies.
8. Assists in providing supervision and oversight to faculty in PSET.
9. Assists, in collaboration with the Dean of PSET, in providing administrative supervision and oversight for the Emergency Medical Services programs.
10. Develops schedules of staff and conducts evaluation of faculty in the Public Safety Education and Training department.
11. Oversees the development of class offerings in Fire Technology and Law for the college schedule and web pages.
12. Manages outreach efforts with counselors and students in local middle and high schools as a form of recruitment.
13. Presents College programs to the general public through community contacts and participation in community activities.

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14. Works with the appropriate agency staff to assure and maintain partnerships and regulatory compliance with agencies such as CalFire/Riverside County Fire, Riverside County Fire departments, the State Fire Marshal's Office, Riverside County Sheriff's Department, P.O.S.T., Riverside County EMS Agency, and Riverside County Office of Emergency Services.
15. Participates in professional organizations.
16. Conducts orientation of staff and students to the Fire Technology/Fire Academy Program.
17. Prepares and oversees grant opportunities.
18. Assists the Dean of PSET in preparing, analyzing, overseeing and making budget recommendations for PSET.
19. Maintains fiscal policies of the District and FTE assignments for programs.
20. Coordinates activities, when necessary, to build props and to conduct live fire training burns and technical rescue classes.
21. Develops, creates, and maintains brochures and web site information and other professional publication documentation.
22. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
23. Assists the Dean in exploring new programs appropriate for the Moreno Valley College.
24. Serves as a member of the Management Leadership Association.
25. Performs other related responsibilities as may be assigned.

**EDUCATION:** Master's degree from an accredited institution in the field of fire technology, another field of career and technical education, or another discipline taught at the community college level.

**EXPERIENCE:** One-year of formal training, internship, or leadership experience related to the administrative assignment. Three years of successful professionally-related experience, preferably in an educational setting, and at the community college level.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**OTHER:** Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

**CONTACTS:** Co-workers, office staff coordinators, Riverside County Fire Chief's Association, Training Officers Association, and Fire Department, Department of Forestry, Southern California Training Officer's Association, California Fire Technology Director's Association. State Fire Marshal's Office, FEMA, National Fire Academy, Department of Homeland Security, District employees, students, and Riverside County Sheriff's Department, National Wildfire Coordinating Group, California Specialized Training Institute, Fire Scope, Riverside County EMS, U.S. Department of Forestry, Bureau of Land Management, Office of Domestic Preparedness, U.S. Fire Administration, Homeland Security/Defense Education Consortium, Fire Equipment Vendors, California Office of Emergency Services, California Department of Forestry and Fire Protection, International Association of Fire and Emergency Services Higher Education.

**WORKING CONDITIONS:** Normal office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.

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