

SACRAMENTO REGIONAL PUBLIC SAFETY TRAINING CENTER OFFICE SUPERVISOR

DEFINITION

Under the direction of the dean of the Sacramento Regional Public Safety Training Center (SRPSTC), plan, organize, control and direct the operation of the Sacramento Regional Public Safety Training Center.

TYPICAL DUTIES

Plan, organize and direct the activities of the SRPSTC in offering public safety training, including fire technology, for students; formulate, implement and evaluate office procedures and controls to assure compliance with law, District policy and regulation, and contract requirements. Monitor and control expenditures to assure compliance with District policies, regulations and budget; supervise the accounting function for the SRPSTC, including payroll and personnel; supervise the collection of student fees in accord with District and college procedures; monitor the purchasing process to assure compliance with law, policies and regulations. Train, supervise and evaluate assigned staff; coordinate and assign work schedules of assigned staff; assist in the recruitment and processing of adjunct faculty. Monitor weekly schedule of classes and class sizes. Monitor and direct the scheduling and completion of assignments. Track hours worked by full-time staff assigned to the SRPSTC; ensure absence and time sheets are submitted accurately. Direct the preparation of adjunct faculty contracts and extra service agreements. Assist in the development, facilitation and implementation of all contractual agreements in compliance with the requirements of the State Auditor's Office, Chancellor's Office, California Community Colleges and District policy and regulation. Coordinate facility use; maintain liaison with public safety agencies wishing to use SRPSTC facilities; coordinate the scheduling of facility maintenance with the college and Facilities Management. Assist coordinators in the preparation of curriculum materials; assist in the development of class and facility schedules; direct and coordinate the accurate production of course materials, course rosters and agency certifications; coordinate the inspection of SRPSTC facilities by outside agencies; recommend actions to remediate any deficiencies. Monitor and coordinate the use of off-site locations in the offering of SRPSTC curriculum; maintain an accurate inventory of equipment and supplies. Communicate, investigate and resolve issues with the college and District in matters pertaining to the operation of SRPSTC. Participate and represent the SRPSTC and the college as assigned. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Four years of progressively responsible experience in a complex, public service program, including at least one year of successful experience in a lead or supervisory capacity.

EDUCATION

Bachelor's degree from an accredited college or university in business administration, public administration, criminal justice administration or related field; or an associate degree from an accredited college in business administration, public administration, criminal justice administration or related field and two additional years of qualifying experience.

KNOWLEDGE OF

Community college programs; budget, accounting and payroll practices; the State Education Code and State Code of Regulations; District policies and regulations; college procedures; computer applications and management information systems; principles and practices of effective supervision and training; interpersonal skills using tact, patience and courtesy; SRPSTC courses, curriculum and constituent agencies.

ABILITY TO (ESSENTIAL FUNCTIONS)

Perform the basic functions of the position; plan, organize, control and direct the operational and business functions of the SRPSTC; accurately analyze, interpret and apply laws, policies, regulations and procedures; maintain current knowledge of program rules, regulations, requirements and restrictions; analyze situations accurately and adopt effective courses of action; plan, organize, prioritize and supervise the workload of assigned areas of responsibility; use microcomputers and microcomputer applications for fiscal, personnel and program processes; meet schedules and time lines; supervise the work of others; work cooperatively with the public, students, faculty and staff; work independently with minimum direction; work as a member of a team; sustain regular work attendance; exercise initiative and good judgment.