

TITLE: Coordinator, Public Safety Training Center

CLASSIFICATION: Classified

SALARY GRADE: C10

SCOPE OF POSITION:

Under general supervision, coordinates and facilitates services, classes and activities for one or more Public Safety programs. Provides educational support services and programming, including assisting in the preparation of instructional materials for laboratory demonstrations or use, and presentation materials for the internal and external community. Assists students with assignments and demonstrates the proper techniques of specialized equipment. May serve as a lead to other classified employees at the center.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates operations for one or more Public Safety programs; resolves scheduling conflicts with instructors and students.
2. Collaborates directly with students, internal faculty and staff, and external public safety agencies, to ensure student success.
3. Advises and may tutor students regarding course objectives and requirements. Trains students on the use of appropriate materials and equipment.
4. Ensures the security of laboratory facilities and equipment; oversees inventory of laboratory materials for laboratory and student use. Maintains and repairs laboratory equipment.
5. Organizes and sets up laboratory for teaching demonstrations and exercises; distributes and arranges equipment, models, and subject matter materials.
6. Assists faculty with the design and implementation of new demonstrations, exercises, procedures, and curriculum. Assists instructors with researching and preparing course documents.
7. Serves as a technical resource to faculty, students, staff, the public and external agencies; assists with troubleshooting technical issues at the Public Safety Training Center, as well as at off-site class locations.
8. Monitors laboratory budget. Orders approved equipment purchases and prepares invoices for payment.
9. May provide support for grant preparation and implementation.
10. May handle or work with hazardous materials.
11. May serve as lead worker for other classified and short-term, non-continuing employees in the area.
12. May train and supervise the work of student employees.

KNOWLEDGE OF:

1. Fundamentals, terminology, techniques, tools, equipment, and materials in area assigned.
2. Basic web accessibility tools and document remediation.
3. Relevant local, state, and federal rules and regulations, programs, policies and procedures.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

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ABILITY TO:

1. Research, adapt, and apply laboratory methods, practices, and techniques common to the designated area.
2. Handle and work with hazardous materials properly and safely.
3. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
4. Communicate effectively, both orally and in writing.
5. Exercise appropriate judgement in interactions with others and with work processes.
6. Interact with the public in a helpful, courteous, and professional manner.
7. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree required.

EXPERIENCE:

2+ years of related experience in a public safety setting required.

OTHER REQUIREMENTS:

- Current and valid First Aid and Emergency Medical Response (EMR) certifications.
- Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.
- Must be able to handle hazardous materials safely and tolerate exposure to electrical hazards.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).