

Napa Valley College

Assistant Director, Criminal Justice Training

Salary: Initial salary placement is \$6,696-\$7,383 per month

Complete job description and application available online

at: <https://www.governmentjobs.com/careers/napavalley/jobs/2711422/assistant-director-criminal-justice-training>

Napa Valley College is seeking an individual with demonstrated administrative skills to join an outstanding team of faculty, staff, and administrators to provide high quality programs and services to our district, our community, and most importantly, our students. The person in this position will be responsible for planning, organizing, directing, supervising, and evaluating an array of classes in the Criminal Justice Training Center (CJTC) and achieving defined objectives and maintaining services in compliance with established regulations. The CJTC places heavy emphasis on leadership, ethics, and community policing principles. Central to this emphasis is officer safety, problem solving, and character development. Our educational philosophy is well-defined and includes a detailed discipline model intended to train new and veteran law enforcement officers.

The job reports to the Director of Criminal Justice Training.

This is a full-time, 12-months-per-year, academic administrative position. The salary has an appropriately placement on Range 15 of the current Administrative/ Confidential salary schedule. Initial salary placement is \$6,696-\$7,383 per month, with future steps to \$8,547/month. Placement on the salary range is commensurate with experience. The college offers a fringe benefit package including medical, dental, vision, disability and life insurance, employee assistance program, and retirement system membership. Assignments include 19 paid holidays, 22 vacation days, and 12 days sick leave annually.

DUTIES AND RESPONSIBILITIES

Essential Functions:

- Collaborates with internal and external staff (e.g. students, faculty, administrators, law enforcement agencies, etc.) for the purpose of implementing and maintaining services and/or programs.
- Coordinates program components, support needs and materials (e.g. master schedule, access to instructional materials and equipment, testing, etc.) for the purpose of supporting staff and delivery of instruction to meet mandated training regulations and minimum performance standards.
- Establishes teams of students and volunteers (paid and non-paid) (e.g. assess training, etc.) for the purpose of meeting the ongoing staffing needs of the program.
- Maintains a variety of manual and electronic files and/or records (e.g. student progress, records of activities, etc.) for the purpose of ensuring students meet performance mandates for certification.
- Manages testing for the purpose of maintaining test security, monitoring student progress and recommending learning and remediation strategies in support of student success.
- Participates in meetings, workshops, trainings, and seminars (e.g. local, regional, and statewide, etc.) for the purpose of conveying and/or gathering information required to perform functions and train others.
- Prepares a variety of program-mandated reports (e.g. student progress, courses, training, etc.) for the purpose of ensuring compliance with minimum performance standards.
- Researches, develops writes, and facilitates the delivery of program related instructional course content, outlines, hourly distributions, lesson plans and course schedules for the purpose of ensuring

state and federal mandates are incorporated in course offerings and compliance with all regulations and policies.

- Supervises staff and the daily operations of the Training Center (e.g. recruit, assist in the hiring process, staff evaluations, budget, coaches, counsels, supports, etc.) for the purpose of monitoring and assessing the effectiveness of instructors in the classroom and ensuring skills and abilities align with program needs.

Other Functions:

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

JOB REQUIREMENTS

Minimum Qualifications

Skills, Knowledge and Abilities:

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: utilizing conflict resolution techniques; operating standard office equipment including pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; grant administration; community resources; district policies and procedures; and issues relating to at-risk youth.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: speaking publicly at formal events; facilitating ceremonies such as class graduations; presenting information to students in the classroom; adapting to changing work priorities; communicating with diverse groups; setting priorities; building collaborative relationships; speaking publicly at formal events; facilitating ceremonies such as class graduations; presenting information to students in the classroom; working with constant interruptions; and demonstrated sensitivity to an understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic background of community college students.

Responsibility:

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a department, large work unit, and/or across several small

work units; directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is sometimes required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 25% sitting, 15% walking, and 60% standing. The job is performed under minimal temperature variations.

Experience:

Job related experience with increasing levels of responsibility.

Education:

Masters degree in job-related area.

Certificates and Licenses:

Valid CA Driver's License & Evidence of Insurability

Continuing Education / Training:

Maintains Certificates and/or Licenses

Clearances:

- Criminal Background Clearance
- Tuberculosis Clearance

Desirable Qualifications:

- Five years law enforcement experience.
- Two years of experience as a supervisor, training manager, or field training officer with a law enforcement agency, or a recruit training officer with a California P.O.S.T. law enforcement academy.
- Completion of an instructional skills course.
- Demonstrated knowledge and application of adult learning methodologies.
- Ability to:
use various computer applications, including Microsoft Office products (Word, Excel, PowerPoint, Access);
communicate clearly orally and in writing;
organize and facilitate the delivery of multiple sections of mandated/state-certified training; and
monitor and track the goals/standards of the organization/P.O.S.T.

Title 8, USC, Section 1324-A requires verification of eligibility for employment in the United States.

APPLICATION PROCEDURE

A. Applicants must complete the online application through GovernmentJobs.com. All elements of the application, including supplemental questions, must be submitted in order for the application to be considered complete.

Internal applicants are still required to submit a complete application packet for this position. This includes submission of transcripts and all other required application materials.

The District will not accept materials by e-mail, fax, or mail.

SPECIAL ACCOMMODATIONS: If you are in need of special services or facilities due to a disability in order to apply or interview for this opening, please contact Human Resources.

Napa Valley College, an Equal Employment Opportunity Employer, maintains a drug-free workplace and requires that employees abide by that policy.

For more information, contact the Office of Human Resources:

(707) 256-7100

2277 Napa-Vallejo Highway

Napa, CA 94558

(707) 256-7100

jobline@napavalley.edu