

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Associate Director, School of Justice
& Safety Administration

JOB CODE: 0816

SALARY GRADE: 18

FLSA STATUS: Exempt

PREPARED BY/DATE: Carol Flynn 10/04

APPROVED BY/DATE:

REPORTS TO:

CALENDAR CODE: A1

REVISED: 10/30/04

SUMMARY: The Associate Director trains, oversees and directs professional and support staff and consultants in developing and administering entry level promotional and executive selection assessment centers and written tests for law enforcement/corrections/public safety agencies throughout South Florida. The Criminal Justice Assessment Center is an integral part of the Southeast Florida Institute of Criminal Justice, occupying a new facility specifically designed for assessment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Oversees budget, facilities, personnel selection, evaluation, discipline and retention within prescribed College policy and procedures.

Conducts task analyses and extracts data to define behavioral dimensions and or knowledge content.

Designs exercise and writes test items.

Conducts validation and other research oriented studies and defends process.

Works with College staff to provide necessary administrative and logistical support.

Meets with municipal managers, heads of agencies and human resource personnel to provide assessment and testing services.

Conducts seminars, briefings and orientations to promote the assessment process.

Trains assessors, and coordinates professional conferences.

Performs related duties as required or deemed appropriate to accomplish the responsibilities and functions of the position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and understanding of employee selection, employee testing and assessment center techniques and formats.
- Knowledge of the requirements of accreditation agencies.
- Excellent organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Skill in computer applications.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to effectively present information to top management, public groups, and/or boards of directors.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.

- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to work in a multi-ethnic and multi-cultural environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Master's degree in Psychology, Human Resource Management or closely related field and five years experience with assessment test development preferably in Criminal Justice or Public Safety. Doctorate highly preferred