DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION
JULY 2021

TITLE: Director of the Eastern Montana Criminal Justice Institute
DIVISION: Workforce Development
DEPARTMENT: Workforce Training
STATUS: Part-time, Non-Classified, Exempt Temporary Position
SUPERVISION RECEIVED: Director of Workforce Development
SUPERVISION EXERCISED: Academic Trainer and Instructional Designer, Student Employees, Work Study Students

SUMMARY of WORK:

The Director of the Eastern Montana Criminal Justice Institute at Dawson Community College recruits students, conducts trainings, develops courses and directs the Academic Trainer and Instructional Designer.

The Director will be responsible for creating her/his team to lead the department. The Director is responsible for directing the operations of the department and to ensure the College and their Supervisor is aware of the activities taking place on the campus and its associated properties.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:
Employees at Dawson Community College must demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in fulfilling our jobs, to honor the College and college policies and procedures and to promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others is an expected part of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Oversee operations of Eastern Montana Criminal Justice Institute (EMCJI) to include but not limited to developing policies, procedures and budget
- Liaise with Montana Law Enforcement Academy (MLEA)/POST and attend meetings of governing boards as necessary
- Point of contact for agencies both in and out of state requiring training
- Maintain cadre of POST Certified Instructors for trainings
- Maintain training files, lesson plans, and other required paperwork as outlined by MLEA, ARM and Montana Code Annotated (MCA)
- Brief Supervisor on activities of EMCJI.
- Maintain a list of upcoming training on MLEA, Montana Sheriffs and Peace Officer Association (MSPOA), and Montana Police Protective Association (MPPA) websites
- Research training needs of agencies served by DCC/EMCJI.
- Develop certified training as prescribed by MLEA Instructor Development
- Instruct classes on an as needed basis or as directed
- Retain and manage contract instructors
- Assist trainers
• Inventory and purchase supplies as needed for EMCJI
• Maintain contacts with surrounding state academies for certification needs of attendees from out of state.
• Publish a monthly newsletter
• Maintain personnel files of instructors
• Develop and oversee on campus internship for Criminal Justice students
• Ensure the Office operates within budget
• Ensure professionalism and confidentiality
• Raise unrestricted revenue and grants to support salaries and operational budget of the EMCJI
• Other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES:
• Thorough knowledge of criminal justice, law enforcement, and higher education protocols/procedures
• Thorough knowledge of Uniform Crime Report definitions
• Leadership and management skills sufficient to lead a staff operating on a 24/7 schedule
• Excellent interpersonal, problem solving, organizational, written and communication skills
• Ability to work with local community and leadership
• Understanding of and appreciation for current student issues
• Ability to handle crisis situations
• Maturity supported by a strong ethical character
• Ability to relate to and interact effectively with diverse populations
• Strong background in emergency management

PHYSICAL DEMANDS:
Good general physical condition and mobility
Ability to walk several flights of stairs repeatedly
Ability to occasionally lift up to 70 lbs.

WORKING ENVIRONMENT:
Varied hours/schedule; typical office setting including multi-tasking; inclement weather, confined spaces, and large crowds

WORK SCHEDULE:
.5 temporary position. Minimum of 20 hours per week (hours and days may vary)

PERFORMANCE STANDARDS:
CORE COMPETENCIES:
• Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
• Attendance - Is consistently at work and on time.
• Business Acumen - Understands basic business practices and reporting hierarchy.
• Change Management - Communicates changes effectively.
• Oral Communication - Speaks persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
• Written Communication - Writes informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
• Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
• Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
• Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
• Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
• Initiative - Seeks increased responsibilities; Takes independent action.
• Judgment - Displays willingness to decide; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
• Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
• Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
• Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
• Problem Solving - Identifies and resolves problems promptly; Gathers and analyzes information skillfully; Develops alternative solutions.
• Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
• Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
• Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
• Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
• Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
• Inclusion – Provides an environment inclusive of all students, colleagues, co-workers and community members and supports underrepresented stakeholders.
• Assessment – Assesses annual performance and works closely with Supervisor.

This job description does not cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS:
• Master’s degree Criminal Justice or related field
• 10 years minimum of experience in safety, security, law enforcement, or related field
• Minimum of five years in a supervisory capacity including personnel management; experience in administration of a comprehensive safety and security program;
• skilled conflict management and resolution skills;
• knowledge of laws, rules, codes and currently accepted principles and practices relevant to safety and security operations in an educational or public facility including OSHA, NFPA, and FEMA NIMS;
• Valid Montana State driver’s license.

PREFERRED QUALIFICATIONS
• Master’s degree preferred

COMPLETED APPLICATION PACKET MUST INCLUDE:
• Completed Dawson Community College application
• Current resume
• Cover Letter
• Copies of college transcripts (original transcripts required, if hired)
• Three professional references (names, email addresses, and phone numbers).

Background checks are required prior to employment.
INQUIRIES MAY BE DIRECTED TO:
Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for employees should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Leslie Weldon, Title IX Coordinator. Telephone: (406) 377-9412. Email: lweldon@dawson.edu. Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Katherine Carrier, Dean of Academic Affairs, ADA Coordinator. Telephone: (406) 377-9434. Email: Kcarrier@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.