UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Director, National Institute for Public Safety Research and Training

DIVISION: Administration

REPORTS TO: Director, Public Safety

GRADE: 13

SUPERVISES: Professional, technical, clerical, and other staff including graduate and undergraduate students assigned to the Institute or assigned to a project of the Institute

BASIC FUNCTION:

Manage, direct, oversee, coordinate, and administer all research, training, fiscal, operational, and personnel aspects and programming of the Institute. Ensure the overall success of the Institute’s goals and objectives and manage all assigned resources, personnel and physical.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan for the long-term strategic success of the Institute and its programs.

Liaise with local, state, federal, national, regional, nonprofit, and private agencies, institutes, centers, and organizations as necessary to meet the mission and purpose of the Institute. Liaise with other institutions of higher education regarding related programs and efforts to further the mission of the Institute.

Manage the development, assessments, revisions, and maintenance of the Institute’s training programs, curricula, and research programs.

Coordinate, conduct research in the areas supported by the mission of the Institute. Publish findings and guidance documents related to research conducted at the Institute.

Provide guidance to organizations involved in the activities for which the Institute conducts research.
Develop training curricula and related materials including textbooks/workbooks, learning media, and supporting items in the fields supported by the Institute’s mission to further knowledge and understanding of these areas.

Coordinate national, regional, and/or local trainings, courses, and programs as necessary to support the Institute’s mission.

Identify and coordinate and/or pursue grants and other external funding opportunities as available to support the Institute’s efforts.

**OTHER DUTIES AND RESPONSIBILITIES:**

Access, maintain, and ensure the integrity of confidential, classified and/or sensitive information including, but not limited to, specific preparedness measures, matters of a sensitive homeland security and/or law enforcement nature, and/or protected health information.

Manage a sound fiscal plan for the Institute and related programs and measures through properly budgeting assigned and/or collected funds and approving expenditures within the scope of the work. Coordinate related forecasting plans. Coordinate the preparation of capital and operational requests to support the Institute’s mission.

Collaborate with other departments and agencies (local, state, federal, national, nonprofit, academic, etc) to achieve the goals and objectives of the Institute.

Participate in local, regional and national professional events, conferences, and seminars in order to represent the University and to acquire knowledge to assist in job-related programs.

**LICENSES, TOOLS AND EQUIPMENT:**

Valid driver's license required. Must be highly proficient in the use of all of the Microsoft Office suite programs including Microsoft Word, Excel, Access, Visio, etc. Must be highly skilled in general and technical computer applications.

**QUALIFICATIONS:**

**Required:** Bachelor’s degree, preferably with an analytical background, in a related field such as administration, business, criminal justice, law enforcement, emergency management, or in a field that indicates a strong background in research, analytical methodologies, as well as business; five years’ experience in public safety administration or significantly similar duties which involved significant work in emergency response preparedness planning, development and coordination for a comparably-sized university or educational setting; completion of the Department of Homeland Security Instructor Development Workshop, or eligibility to take and complete such training within one year of hire; proven experience in adult education; strong oral
and written communications skills; demonstrated policy development, report and technical writing, and presentation experience; strong interpersonal skills and ability to effectively communicate with, motivate, and direct a large paid and volunteer staff in various assignments; proven successful volunteer management and leadership skills; commitment to diversity; business/finance skills including a working knowledge of budgeting procedures and strategic planning and analysis; excellent computer skills, including general and technical computer applications.

Preferred: Master’s degree or extensive graduate-level study; federally-sponsored Train-the-Trainer training for the full National Incident Management System Incident Command System curriculum (i.e., federal courses ICS100-400, IS700, IS800, and G191) and Weapons of Mass Destruction Awareness training (federal course AWR160); the FEMA Professional Development Series (PDS) in Emergency Management, Hazardous Materials Awareness training, and American Heart Association First Aid/CPR/AED Instructor certifications; additional federal and/or state-level trainer and related certifications; successful grant writing and grant management experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.