

Tallahassee Community College is seeking candidates for the position of:

**EXECUTIVE DIRECTOR**

**FLORIDA PUBLIC SAFETY INSTITUTE**

**THE COLLEGE**

Tallahassee Community College (TCC) was recently named one of 10 finalists for the 2021 Aspen Prize for Community College Excellence, the nation’s signature recognition of high achievement and performance among America’s community colleges. Awarded every two years since 2011, the Prize recognizes institutions that achieve high and improving student outcomes, selected from more than 1,000 community colleges nationwide. The Florida Public Safety Institute serves state law enforcement agencies, the Department of Corrections, and numerous counties, and municipal agencies and their officers. FPSI provides the advanced and specialized training on a continuing basis to enhance officer's skills and improve their knowledge. The institute is certified by the Florida Criminal Justice Standards and Training Commission to deliver all Commission-approved curricula to law enforcement, correctional, and correctional probation officers in Florida.

**THE POSITION**

The position reports directly to the President and primary responsibilities include, but are not limited to the following:

* 1. Leads and directs the Florida Public Safety Institute including all facets of managing a 1,500-acre remote site of the College. In addition to responsibilities for scheduling and conducting public safety programming at the Institute, the Executive Director is also responsible for overseeing personnel and budgets for facilities, maintenance, custodial, grounds, housing, dining, the business office and student services.
  2. Directs the strategic and tactical planning, development, evaluation and coordination of the Public Safety certificate and continuing education programs. Collaborate with all College departments to acquire and promote awareness of needs and opportunities for students. Manage periodic programmatic portfolio analysis to generate plans that insure alignment with the College strategic plans.
  3. Administers the Institute’s Fund 1, Fund 2, and Fund 3 budgets, evaluating needs, conducting cost and productivity analyses and assumes special duties upon assignment by the College President both routine and confidential communication from the President’s Office and to the President.

**THE REQUIREMENTS**

The College is seeking an experienced professional who can demonstrate unwavering integrity, developing effective relationships with stakeholders and deliver results through exemplary leadership. This individual is required to have Bachelor’s Degree, Master’s degree preferred, in Criminal Justice or a closely related field with a minimum of ten years of progressively responsible experience in the criminal justice or public safety field, five years of which must have been in a responsible administrative or managerial position in criminal justice or public safety.

**THE APPLICATION PROCESS**

Applicants must submit a comprehensive cover letter, which may provide information that demonstrates their ability to foster and maintain high ethical standards; an effective decision-making style based on collaborative relationships; skills in building partnerships and collaborations with local businesses, government, medical/healthcare communities, universities, and other community groups. Applicants must also provide a current vitae and contact information for three professional references

The College offers a competitive salary and an attractive benefit package. A TCC online application must be submitted and will be accepted until the position is filled, however, applications received after **March 24, 2021** may not receive full consideration. Applicants may contact the college’s Human Resources Department at (850) 201-8510 for application assistance.

**Preference is given to veterans and spouses who are eligible under the Veterans' Preference Law. At time of application, submittal of Form DD214 is the minimum requirement for veterans' preference claim. Note: Please upload your DD214 as an attachment as part of your application at the time of submission.**

**\*\*\*TCC is an Equal Opportunity/Affirmative Action/E-Verify Employer \*\*\***

The selected candidate identified for this position will be required to successfully complete a criminal background check, which may include fingerprinting.

The College uses E-Verify as part of the I-9 process to verify the work eligibility of all new hires. Tallahassee Community College does not discriminate against any person on the basis of age, color, disability, ethnicity, gender identity, genetic information, marital status, national origin, pregnancy, race, religion, sex, sexual orientation, or veteran status in its programs and activities. Inquiries regarding the College’s non-discrimination policies may be directed to: Renae Tolson, Equity Officer, Room 239 Administration Building, 444 Appleyard Drive, Tallahassee, FL 32304, (850) 201-6074, tolsonr@tcc.fl.edu.

**All persons are encouraged to apply.**

 If you need an accommodation to participate in the application/selection process, please notify Human Resources; (850) 201-8510, Fax (850) 201-8489 or Website [www.tcc.fl.edu](http://www.tcc.fl.edu/)