

ACTION REPORT: Personnel Action

Name/Group	Position/Department	Campus	Date of Hire	Current Salary	Recommended Salary
John Calabrese <i>Administrative</i>	Director, Public Service Institute	Multiple	5/16/16		\$99,966.00

RECOMMENDATION OF ADMINISTRATION: That the Board of Trustees approve the above personnel action.

Office of Human Resources
04.19.16

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Attachments – Board Members Only

Posting Preview

Posting Details

Employee Group:	Administrative
Bargaining Unit:	MCAAP/UAW Local 2411
Position Title:	Director, Public Service Institute
Position Code:	A3054PBSIG
Assignment Location:	Multiple Campuses
Position Type:	Regular
Salary Range:	\$70,090 - \$107,434 Salary Range
Level:	3
Department:	WCE Health & Public Service

FUNCTION: Provides primary administrative management and leadership for the Public Service Institute area within the Health & Public Services division, including academic degree credit programs in Law Enforcement, Fire Science, Emergency Medical Services, Homeland Security, and non-academic degree credit training programs including the Basic Police Academy, Advanced Criminal Justice Training, the Basic Fire Academy, Advanced Firefighter/Brigade Training, EMT Certification, Building Code Officials, Security Training, Health & Safety Training, and MIOSHA. Provides primary administrative management and leadership for the development and marketing of customized, contracted education and training appropriate to the position including a full range of municipal education and training services. The Director is expected to exhibit initiative, enthusiasm, and teamwork in accomplishing the responsibilities of the position.

RESPONSIBILITIES:

- Lead in the development and evaluate relevancy and viability of curriculum in collaboration with coordinators, faculty, adjunct faculty and trainers, fire, police and safety professionals, State and Federal regulation agencies and business/industry representatives
- Ensure conformity to Macomb Community College standards, policies and procedures and rules and regulations
- Ensures compliance with licensure and accreditation regulations for emergency services training
- Collaborate with other College units to plan, market, deliver and evaluate customized, contracted education and training and demand-driven associate degree/certificate programs
- Work collaboratively with faculty, administration and other staff to bring about positive change
- Create and nurture partnerships/relationships with business/industry, public sector agencies, regulatory agencies, K-12 schools and senior colleges
- Establish outcomes, procedures, timelines and performance criteria for short and long-term planning related to assigned programs
- Establish, with input from all department staff, department operational

initiatives

- Operate the unit in a cost-effective, entrepreneurial way while maintaining customer satisfaction and learner success
- Develop and monitor program budgets
- Recommend, select, train and evaluate staff in accordance with College policies and provisions of labor agreements
- Develop and implement an annual marketing plan for student recruitment and for growth of customized, contract training
- Prepare departmental reports
- Evaluate program success through follow-up studies of graduates and other data provided by Institutional Research and other measures of student success
- Coordinate the scheduling of courses, programs, faculty and trainers and facilities
- Meet with students to discuss problems or complaints and assist in devising equitable responses and solutions
- Assist in maintenance and security of facilities, supplies and equipment
- Seek and administer grants
- Provides required information for Perkins funding activities and reporting.
- Assist in planning and development of educational specifications for physical facilities for construction or remodeling
- Maintain and convene appropriate advisory committees
- Provide day-to-day management of assigned departments, including supervision of full and adjunct faculty
- Provide technological leadership for the enhancement of office productivity and management
- Encourage, support and nurture the integration of instructional technology into the curriculum
- Represent the College to the community
- Serve on committees as appropriate
- Perform other duties as assigned

Job Description:

SUPERVISION RECEIVED: Reports to the Dean, Health & Public Services.

SUPERVISION GIVEN: Supervises full and part-time personnel as assigned.

EDUCATION: Master's Degree.

Qualifications:

EXPERIENCE: Three years successful supervisory or administrative experience related to either fire service, law enforcement or emergency services.

Work Hours:

WORKING CONDITIONS: Usual office conditions; varied schedule to supervise day, evening and weekend operation. Some travel between campuses and to off-campus locations required.

Closing Date:

02-08-2016

Optional Documents:

Other Document 1
Other Document 2
Other Document 3

Required Documents:

Resume
Cover Letter
Transcript 1 (Degree Required for Position)

Special Instructions to Applicants:

John F. Calabrese
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Petoskey, MI 49770
231-330-0520
icalabrese@petoskey.us

Education:

M.S.A. Central Michigan University
Major: Science of Administration
GPA: 3.9/4.0

B.S., Baker College
Major: Leadership in Public Safety
GPA: 3.98/4.0

2002
Graduate: Northwestern University
 Police Staff and Command
GPA: 3.97/4.0

A.A.S., Macomb Community College;
 Law Enforcement
GPA: 3.97/4.0

Professional Experience:

February 2010-Present
Director of Public Safety
City of Petoskey MI-Public Safety Department
Population: 6,000
Manage/supervise all law enforcement, firefighting
and emergency medical services for city.
20 fulltime and 9 part time employees.
Budget: 2.8 million
Salary: \$95,000.00

September 1987- January 2010
Police Officer; City of Eastpointe Police Department; MI
Population 35,000
Employees: 54 full-time sworn; 9 non-sworn
Budget: \$8.5 million
Salary: Start (1987): 20,000.00. End (2010): \$110,000.00

May 2004-January 2010-Police Inspector:
Second in command to police chief. Responsible for overseeing and managing all department personnel, operations, and activities.

December 1999-May 2004-Detective Lieutenant:
Commanding Officer of Support Services Unit (Detective Bureau, Youth Bureau, Traffic Safety, Narcotic Enforcement Unit, Community Policing, Crime Prevention, Property). Media Relations Officer; Internal Affairs Investigator.

September 1997-December 1999-Detective Sergeant:
Commanding Officer of Narcotic Enforcement Unit.

June 1996-September 1997: Detective Corporal
Commanding Officer of Narcotic Enforcement Unit. Coordinated all undercover activities, and acted as an undercover officer. Handled all forfeiture matters.

February 1996-June 1996-Corporal:
Uniform Command Officer-Afternoon Shift

January 1991-February 1996-Detective:
Investigated felony and misdemeanor criminal cases. Prepared case files and worked with prosecutor's office to arrest, charge, and prosecute criminal offenders. Certified Evidence Technician, Arson Investigator, and Firearms Instructor.

September 1987-January 1991-Police Officer
Afternoon shift patrol officer.

January 1986-September 1987-Police Officer; City Of
Detroit 4,500 Officers: 750,000 population

Activities:

International Association of Chiefs of Police
Commissioner (Vice-Chairman): Michigan Commission on
Law Enforcement Standards
2nd Vice-President- Michigan Association/Chiefs of Police
Northern Michigan Association of Chiefs of Police
FBI-Law Enforcement Executive Development Association
Advisory Board of National Assoc. of Bunco Investigators
Instructor, MAGLOCLIN
Petoskey Rotary Club