Job Description

Job Title: Program Developer – Digital Forensics  
Grade: L
Department: Public Safety  
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Plan, develop and coordinate the instructional activities of the Digital Forensics program at the college’s American Academy of Applied Forensics. Research and evaluate technology for the forensics field.

Characteristics Duties and Responsibilities:

1. Works with the Associate Dean in developing planning, implementing and administering goals and objectives of the assigned program.
2. Recruits, interviews, recommend trainers/instructors/staff and provides orientation for assigned program; monitors and evaluates trainer/instructor/staff performance.
3. May prepare documentation for the origination of classes; may schedule dates, rooms and trainers/instructors; may review class schedule for accuracy.
4. Monitors course offerings and recommends additions, changes, deletions to keep program current; coordinates the development of course outlines and materials in assigned program.
5. Works with marketing staff to design marketing materials and literature for distribution to potential students; makes presentations to schools, organizations and agencies.
6. Provides administrative assistance to immediate supervisor; develops prepares and presents recommendations and reports; coordinates activities with other program areas.
7. May teach courses within the assigned program with a high level of skill and provide models of effective teaching techniques for instructors assigned to program.
8. Advises students on a variety of learning and administrative matters; assesses students in training needs for program/area; suggests alternate courses of action.
9. Identifies qualified faculty and staff to serve on advisory committees and recommends to administrator; meets with advisory committee and follows up on recommendations; submits committee meeting minutes.
10. Reviews need for equipment, supplies and instructional materials and recommends acquisition.
11. Ensures program accreditation, certification and licensure as applicable; represents the program and college at meetings and conferences of professional organizations.
12. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. Updated November 2014
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Reporting Relationships:

**Direction Received:**
Receives general guidance and direction from the Division Director

**Direction Given:**
Provides functional direction and guidance to instructors and support staff for program direction and administration

Minimum Requirements:

Associate Degree from a regionally accredited institution in Criminal Justice, Computer Forensics or related field and four years of experience in computer/digital forensics or six years of directly related experience and one year technical training experience in computer

Preferred Requirements:

- Strong written and oral communications skills
- Broad knowledge of digital forensics to include cell phone forensics, network forensics and the major operating systems
- Digital forensics experience in the law enforcement or security industry
- Experience with IOS platform and wireless aspects of digital forensics
- Digital forensics software and hardware maintenance
- Instructional design and instruction in both traditional and on-line environments
- Training program administration and marketing and digital forensics software and hardware maintenance

Knowledge, Skills, Abilities, and Worker Characteristics:

Knowledge of principles and practices of program management Methods and techniques of program development and evaluation

Working knowledge of website design, GVI programming, and computer networking

Ability to develop traditional and online instruction

Supervisory and leadership skills

Understanding of principles and practices of grant proposal preparation

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Basic knowledge of principles and practices of financial record keeping

Knowledge of methods and techniques of program marketing and publicity

Strong oral and written communication skills

Problem solving and interpersonal skills

**Working Conditions:**

Typical Office Environment