

**DIRECTOR OF REGIONAL FIRE TRAINING CENTER - MJC****DEFINITION**

Under general administrative direction plans, directs, manages and oversees the administrative activities and operations of the Regional Fire Training Center; oversees the preparation and conduct of the center's instructional programs, academic activities of faculty and all pertinent administrative and personnel actions; guides the curriculum planning, design and evaluation of courses and program; directs partnerships with all sectors of the community to select and market courses effectively for local and regional fire agencies, JPAs and public safety partners; and performs other related functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general administrative direction from the MJC Dean of Technical Education, Workforce Development & Community Education.

Provides direct supervision of classified and non-classified staff assigned to the Regional Fire Training Center (RFTC) and instructional areas including the Fire Science, Fire Technology, Emergency Medical Services, and Paramedics.

**EXAMPLES OF DUTIES: *Duties may include, but are not limited to, the following:***

- Develop and enforce policies and procedures that manage and direct the use of the Regional Fire Training Center among partners.
- Prepare and maintain administrative budget oversight for the Regional Fire Training Center; including the facilitation of fund-raising and grant writing activities.
- Develop and facilitate staffing for programs of the RFTC including recruiting, hiring, supervision and evaluation of faculty and classified staff; evaluate all faculty and staff in accordance with the contracts between the district and employee groups.
- Plan, organize and implement strategies and schedules that meet enrollment goals for the division and college.
- Provide leadership, direction and compliance of the "Agreement for the Joint Use and Management of the Regional Fire Training Center."
- Prepare planning and curricular required documents in support of course scheduling, program review, course learning outcomes, course outlines, degree and certificate program design, CTE Perkins plans, etc.
- Maintain liaison with fire agencies, EMS providers, federal, state and local regulatory agencies to maintain currency and effectiveness of curriculum, programs and certification.
- Develop strategies to promote and market the Regional Fire Training Center; its programs, courses, services and facility.
- Represent RFTC concerns and needs to the Dean; serve on governance councils and committees within and outside the district.

- Analyze community needs for fire education and training; work with fire service leaders to formulate, plan and evaluate goals to provide quality education and programs to meet the needs of the community.
- Design, develop and ensure the maintenance of curriculum that complies with the State Board of Fire Services, and meets the standards, practices and content specified by the State board of Fire Services for recognition as a Regional Accredited Academy.
- Develop and expand available resources for the center and instructional programs through acquired donations, partnerships *and grant funding*.
- Participate in campus committee work; attend faculty, *division, and program meetings*.
- Perform other duties as assigned.

### **TYPICAL WORKING CONDITIONS**

Work is generally performed in a standard office environment. Local, regional and state travel is expected for conducting partnership oriented and resource development work.

Work may require evenings and weekend work.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- *Understanding of California Community College Fire Science curriculum. CFSTES Certification Programs and related regulations, CFSTES Master Instructor certification, and FSTEP coursework.*
- Current legislative and state regulatory changes within each of the state certified courses.
- Modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various apparatus and equipment to be used in training.
- Principles and techniques used in the administration of budget and planning
- Risk management assessment techniques.

#### **Ability to:**

- Plan, organize, direct, administer, review and evaluate, assigned programs and services; and supervise the work of assigned staff.
- Relate effectively with students, staff and public agencies in the coordination of Fire Training Center activities.
- Possess strong interpersonal communication skills, ability to motivate students and staff; deal with issues related to instruction and needs of students and staff;
- Professionally represent and advocate the Regional Fire Training Center locally, regionally and at the state level.
- Exhibit strong, motivational leadership to facilitate collaborative teamwork to meet objectives.

- Communicate and coordinate effectively with diverse constituencies, within the District and also with public agencies.
- Learn, use, and implement new technologies as tools for learning, teaching, administering and generally improving the work area or scope of work;
- Establish and maintain cooperative working relationships.
- Prepare accurate budgets and financial reports

### **Licenses and Certificates:**

Possession of a valid California Motor Vehicle Operator's License

### **Physical and Mental Standards:**

- **Mobility**: ability to sit and/or stand for long periods of time; move about an office; move about the training facility and training obstacles; reach above and below desk level.
- **Dexterity**: fine manipulation sufficient to operate a keyboard, handle individual papers, write and take notes.
- **Lifting**: occasional lifting of papers, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements**: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking**: ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors**: ability to make decisions and concentrate; frequent contact with others including public contact; frequent deadline and time-limited assignments

### **Education and Experience:**

*Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:*

**Education**: Possess a Bachelor's Degree **AND** the ability to meet current minimum qualifications for current MJC faculty in the discipline.  
California Fire Officer Certification

**Experience**: Possess two years of leadership experience related to this administrative assignment associated with Public Safety and/or Education & Training services. Successful full-time, paid experience in the Fire Service, including successful experience as a Company Officer.

*Class Adopted: 2014*

*Class Amended:*