



THE ACADEMY

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Fire Program Coordinator

Job Announcement

SALARY- Range 112

\$70,088.76-\$85,193.40

DEFINITION

Under the general supervision of the Vice President of Academic Affairs, to take responsibility for the registration, coordination, scheduling and implementation fire and EMS training.

ASSIGNMENT

General assignment is 40-hours per week flexible schedule which meets South Bay program needs.

DISTINGUISHING CHARACTERISTICS

The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication skills, as well as experience and knowledge of State Fire Training (SFT) course registration. Current or prior fire fighter experience is required. An AA degree is minimally required for the position. The candidate must also be able to demonstrate a strong understand of the Roles and Responsibilities of the California Fire Technology Director's Association.

EXAMPLES OF DUTIES

Depending on assignment, duties include, but are not limited to, the following:

- Administer, develop, coordinate and supervise the public safety programs including course management, curriculum development, assigning and evaluating staff, and working with students.
- Monitor and supervise instructional delivery including student evaluations, classroom/training observations and instructor standards (e.g. SFT section 100070 , etc)
- Design, coordinate, and supervise safe practical demonstrations, exercises and scenarios including test elements.
- Manage and ensure community college requirements are met including registration, course fees, grades, student records and student services (ADA, academic, etc)
- Ensure compliance with S.F.T. standards including minimum course content, test administration and security agreements, and rules and regulations governing minimum State training requirements.
- Supervise the daily logistical coordination of assigned classes.
- Interact with the Business Office regarding fiscal and employment issues including petty cash requirements, HR issues, payroll and employment status;
- Develop class schedules, create faculty teaching verifications and conduct other related business functions using the Consortium IT system
- Maintain liaison with appropriate advisory committees, training managers committees and/or other local fire training committees and certifying agencies.
- Maintain contact with the Vice President of Academic Services to ensure program compliance and goals

QUALIFICATIONS:

Knowledge of:

- Student registration, attendance and basic accounting procedures
- State Fire and EMS Training program requirements and administration.
- Computer usage and network-based computer operations

Ability to:

- Work independently and exercise judgment and initiative
- Communicate effectively, both orally and in writing, with diverse groups including students, college personnel and public agency employees
- Supervise, plan, organize, schedule, coordinate, and maintain accountability for collection and completion of training course approvals.
- Coordinate and maintain agency partner training records
- Provide support services require, as necessary, for fire training programs

EXPERIENCE AND EDUCATION:

An Associates degree is minimally required for qualification. Education and experience in methods, materials and evaluation of instruction documented by at least 40 hours in teaching methodology. Courses include, but are not limited to, State Fire Marshall Instructor 1A and 1B, National Fire Academy’s Instructor Methodology and other training which meets the US DOT/National Highway Traffic Safety Administration. Current or prior experience as a fire fighter in the administration of fire training is preferred. Additionally, candidate must be a registered instructor in good standing with State Fire Training, and have successfully completed SFT “Evaluator Training” and is eligible to be a “Lead Evaluator”.

BENEFITS:

This is a full-time salaried position with employer paid Medical, Dental, Vision benefits plan and a Consortium sponsored 457B Retirement Plan. Assignment of a “take home” vehicle.

APPLICATION REQUIREMENTS:

It is the responsibility of the applicant to submit all application materials as a complete package by the closing date. Applications will not be considered unless the package includes the following required documents:

- Completed job application (available at www.theacademy.ca.gov)
- Resume listing education and experience
- Brief personal statement describing training, experience and qualifications
- Unofficial transcripts demonstrating minimum educational qualifications
(official transcripts required at time of job offer)

Submit application materials to:

Michael Lombardo/Vice President of Administrative Services
South Bay Regional Public Safety Training Consortium
560 Bailey Avenue
San Jose, CA 95141
Phone 408-229-4299
email: mlombardo@theacademy.ca.gov

Closing Date: To Be Determined

CANDIDATES MUST ASSUME ALL TRAVEL COSTS IF INVITED TO INTERVIEW FOR THE POSITION. Racial/ethnic minorities, women, persons with disabilities and Vietnam veterans are encouraged to apply for all positions. We are an equal opportunity employer and in compliance with Title IX and Regulation 504. The successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States. We are unable to return or duplicate application materials.