



The **ACADEMY**

South Bay Regional Public Safety Training Consortium

560 Bailey Ave. , San Jose, CA. 95141 (408) 229-4299

Fire Program Coordinator (Part Time)

Job Announcement

SALARY- Range 112

\$31.53 – \$38.33 per hour

DEFINITION

A part time position under the direction of the Director of Program Services, to take responsibility for the development, coordination, registration, scheduling and implementation of the Fire and Citizen's Emergency Response Training (CERT) programs.

ASSIGNMENT

This is a part time, at-will, non-benefitted position. General assignment is 20-24 hours per week with a flexible schedule including limited weeknights and weekends. The position will be assigned to the Consortium's main training site at the Coyote Valley Educational Center in San Jose. Main area of responsibility will be Santa Cruz County Fire Agencies.

DISTINGUISHING CHARACTERISTICS

Strong leadership and organization skills and the ability to work in a fast-paced environment while managing multiple tasks at the same time is desirable. The ideal candidate is able to work without close supervision, is a strong problem-solver and has excellent communication skills. Knowledge of State Fire Training (SFT) and Emergency Medical Services Agency (EMSA) required, and current or prior fire fighter experience is preferred. 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 associated with membership in 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. and EMSA 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



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- local fire training committees and certifying agencies.
- Maintain contact with the Director of Program Services to ensure program compliance and achievement of program 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. Courses include, but are not limited to, State Fire Marshal Instructor 1A and 1B, National Fire Academy's Instructor Methodology and other training which meets the US DOT/National Highway Traffic Safety Administration. A Bachelor's degree and current or prior experience as a fire fighter in the administration of fire training is preferred.

BENEFITS:

Not available to part-time employees.

SALARY:

Range 112: \$31.53 - \$38.33 hourly based upon 2018/2019 Salary Schedule.

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)

- **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.

Submit application materials to:

Ernie Smedlund, Director of Administrative Services

560 Bailey Ave.

San Jose, CA. 95141

Phone 408-229-4255

Fax 408-229-4298

Email: esmedlund@theacademy.ca.gov

Closing Date: Open until filled

South Bay Regional Public Safety Training Consortium is an Equal Opportunity Employer committed to nondiscrimination on the basis of ethnicity, race, color, language, accent, immigration status, ancestry, national origin, age gender, religion, sexual orientation, transgender, marital status, veteran status, medical condition, and physical or mental disability consistent with applicable federal and state laws. Reasonable accommodation will be provided for applicant with disabilities who self-disclose.