



The **ACADEMY**

South Bay Regional Public Safety Training Consortium
3095 Yerba Buena Road, San Jose, CA 95135 ♦ Phone (408) 270-6458 ♦ Fax (408) 238-0286

Part-time Fire Program Coordinator

Job Announcement

SALARY- Range 102

\$29.67 per hour

DEFINITION

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

ASSIGNMENT

Responsible for the registration of fire training conducted by Consortium partner fire agencies. . General assignment is 20-hours per week, normally between the hours of 8:00 am - 5:00 p.m. Monday through Friday. There may be limited weekend and/or weeknight hours based on class schedules and Consortium needs.

DISTINGUISHING CHARACTERISTICS

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 current or prior fire fighter experience is preferred. An AA degree is minimally required for the position.

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. AICC, POST Resumes, Reg. 10-70, instructor files, 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
- Maintain contact with the Vice President of Academic Services to ensure program compliance and goals
- Maintain liaison with certifying agencies (participating JPA college partners and State Fire Training, (SFT)



*A Consortium of Community Colleges Dedicated to Innovative Public Safety
Training*

<http://www.theacademy.ca.gov>

QUALIFICATIONS:

Knowledge of:

- Student registration, attendance and basic accounting procedures
- State Fire Marshal training standards
- 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
- Effectively communicate and interact with persons of diverse socio-economic and ethnic backgrounds
- Work as part of a team to accomplish goals and objectives

EXPERIENCE AND EDUCATION:

An Associates degree is minimally required for qualification. Current or prior experience as a fire fighter or in the administration of fire training is preferred.

SALARY:

Range 102 \$26.91 - \$32.71 per hour.

APPLICATION REQUIREMENTS:

Applications meeting required qualifications will be forwarded to the interview committee. 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
3095 Yerba Buena Road
San Jose, CA 95135-1598
Phone 408-270-6458 Fax 408-239-0763
email: mlombardo@theacademy.ca.gov

Closing Date: January 4, 2016

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.