

Job Description: DIRECTOR, FIRE ACADEMY → PUBLIC SAFETY TRAINING CENTER
DIRECTOR

Approved, MPC Associate Dean for Human Resources:

Board Approved:

MONTEREY PENINSULA COLLEGE

PUBLIC SAFETY TRAINING CENTER DIRECTOR

JOB SUMMARY

Under general direction, plan and participate in a variety of complex and responsible support activities related to the MPC Fire Technology program, the California State Fire Academy, and the Public Safety Training Center (PSTC). Responsible for overall administration of the Fire Technology/Fire Academy programs. Receive limited supervision within a broad framework of standard District policies and procedures. Coordinate fire technology, the fire academy and public safety programs; initiate and exercise good judgment in the application and follow through of California State Fire Academy and Public Safety Training Center policies and procedures; interpret and explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, other agencies and the community at large.

EXAMPLE OF DUTIES

Essential Functions

Initiate hiring procedures to recruit qualified instructors for classes; serve on hiring committees for potential instructors for courses.

Meet with instructors to facilitate instructional needs; provide instructors payroll information; coordinate with instructors for submission of all grade and attendance reports in a timely manner.

Assign classes to part-time instructors; monitor teaching loads; monitor time card deadlines and process paperwork for part-time instructors.

Evaluate faculty in the Fire Technology program, Emergency Medical Technician (EMT) program, and others as assigned.

Obtain and set-up training sites, facilities and specialized equipment for conducting instructional training exercises; staff and monitor training incident safety officers and support equipment; obtain insurance certificates for this type of training.

Serve as a source of information regarding the policies and procedures of the public safety training programs; provide information where judgment, knowledge and interpretations are necessary.

Prepare yearly class schedule; schedule room usage; monitor teacher loads; provide scheduling/course establishment information to the college for publication in the course schedule and catalog, and to South Bay Regional Public Safety Training Consortium and/or other contractors and local agencies for inclusion in their websites; create and prepare flyers for statewide marketing to ensure sufficient enrollment; negotiate lodging for out of town students; provide course outlines as needed.

Develop new course outlines for submission to the Curriculum Advisory Committee and the Chancellors Office; appear before Curriculum Advisory Committee to explain courses and answer questions pertaining to course approvals; update course outlines for consistency with code requirements.

Develop and monitor contracts and courses with the State Fire Marshal, South Bay Regional Public Safety Training Consortium, and other agencies or contractors.

Engage in resource development to acquire donations of fire equipment and grant funding for additional fire training offerings. Maintain Accredited Regional Training Program status through the State Fire Marshal's Office as required by State Fire Training.

Chair the Fire Technology Advisory Committee and work with local fire protection agencies and jurisdictions to insure that the program is meeting their needs for entry level and officer level personnel.

Provide supervision and management for staff at the PSTC Center including full-time and adjunct faculty, administrative support staff and others as necessary. Serve as liaison with the administrative offices, on and off campus, campus departments and with students; serve as a liaison between the college and the associations, agencies, and vendors involved with instruction at the PSTC.

Prepare a variety of letters and documents which may include but are not limited to: program review documents, State Fire Agency and ACCJC accreditation documents, statistical reports, letters and minutes of meetings; composing and preparing memos and other correspondence;

Prepare Action Plans and Program Review; participate in budget development and justification; post and make budget entries to spreadsheet and database systems; monitor budget; arrange and post budget transfers and justifications, where necessary.

Coordinate delivery of public safety training provided by South Bay Regional Public Safety Training Consortium and other agencies or contractors at the PSTC or at other areas within the college.

Coordinate preparation of workshops and meetings; deliver and coordinate orientations to Basic Academy recruits; use computer to input and produce reports; set up and maintain filing system; maintain mailing lists, card indexes, time cards and time reports.

Communicate absence of instructors as necessary; meet and provide instructions to students regarding absent instructor's assignments.

Attend Fire Marshal's state level staff meetings, local public safety training officers' and other association meetings regarding support services as assigned.

Coordinate registration, preparation of workshops, meetings and other activities related to the functioning of the assigned instructional programs; coordinate press releases, posters, tickets and mailings, schedule audio-visual services.

Supervise clerical staff and volunteers.

Process administrative details not requiring the immediate attention of the Dean.

Coordinate and communicate as necessary with other public safety training organizations, and other MPC faculty assigned to the site, including supporting site access.

Coordinate and communicate as necessary with MPC grounds, maintenance, security, and information technology staff regarding facilities and operational needs.

Other Functions

Participate on college committees as required.

Perform other related duties as required.

EMPLOYMENT STANDARDS

Education:

- Master's Degree or the equivalent **AND**
- One year of administrative experience, formal training, internship, or leadership in an area related to this administrative assignment **AND**
- Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, and religious backgrounds, and sexual orientation of community college faculty, staff and students.

Knowledge:

Knowledge of or ability to learn specific functions, policies, rules and regulations of the State Fire Marshal's Office, California State Fire Codes, and local and regional fire protection agencies; processes and procedures used by fire service and law enforcement managers, elected officials, labor and community representatives in providing fire and emergency services to jurisdiction; basic logistical elements in meeting planning, on-site meeting management, and lodging arrangements; contract review, financial management and adult learning styles; current office methods and practices including filing systems, letter and report writing using word processing, spreadsheet and/or database programs as needed; mathematical computations; office management techniques and procedures; public and human relations skills.

Teaching/training methods; program and curriculum development; multimedia presentation modalities; e-mail applications; internet applications, including distance learning and hybrid methodology; social media, networking, mobile technology instructional hardware and software; troubleshooting techniques.

Abilities:

Manage programs; develop, manage, and administer budgets; supervise and evaluate staff; teach and train a wide variety of employees and adapt to different learning styles; analyze problems and implement or recommend solutions as appropriate; write reports and other documents as needed; listen effectively; demonstrate expertise and innovative use of hardware and software concepts and principles; keep current with new and emerging technologies in an educational environment; adapt to new software applications; apply specialized computer knowledge to instructional delivery systems; analyze system behavior and correctly and quickly interpret and resolve complex computer problems; analyze, understand the implementation of, and maintenance of advanced network architectures; communicate effectively in both oral and written form; establish and maintain effective working relationships and work well with a wide range of individuals.

PHYSICAL EFFORT/WORK ENVIRONMENT:

Light to moderate physical effort; occasional standing or walking; periodic handling of lightweight parcels of 10 or more pounds. Predominantly indoor work environment, however, participation in administration of skills testing will be outdoors.

LICENSES AND CERTIFICATES:

A Valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations. Employee must be insurable by the college's insurance carrier while employed in this classification.