

ACADEMY COORDINATOR, FIRE TRAINING

GENERAL DESCRIPTION OF CLASS:

Under the direction of assigned administrator, coordinates and manages all aspects of the Butte College Fire Fighter Academies and assists with coordinating fire training for active-duty fire fighters.

REPRESENTATIVE DUTIES:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION:

The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Leads in the development of Academy policies and procedures. *
2. Focuses on safety and ensures safety within the program.*
3. Develops, revises and maintains the Academy Cadet Manual. *
4. Maintains Fire Academy instructor and supervisor training files, containing documentation of initial and ongoing training as required by the Office of the State Fire Marshall.*
5. Maintains Fire Academy cadet training files, containing documentation of cadet injuries, cadet misconduct and cadet performance.*
6. Prepares and maintains Academy Master Schedule. *
7. Prepares and maintains Academy Supervisor schedule. *
8. Liaisons with the County Fire Chiefs who serve as our Academy Advisory Board to ensure support, timely input, and an Academy operation that meets their needs. *
9. Provides information to fire department background investigators related to their potential hiring process. *
10. Conducts pre-Academy testing and orientation.*
11. Handles Academy discipline issues in a manner supported by the Director and College.
12. Coordinates ordering books and other learning materials. *
13. Coordinates use of the Public Safety Training Grounds and associated equipment and props necessary to the Academy and in-service training operations in a manner that demonstrates a cooperative nature.*
14. Liaisons with the State Fire Marshall to ensure compliance with State mandates and Fire Marshall directions. *
15. Takes a lead role with program review or course evaluation efforts. *
16. Prepares and conducts Academy graduation ceremonies. *
17. Works closely with the Butte County Training Officers Association to support and assist with in-service training to meet their needs. *
18. Serves as instructor of record. *
19. Determines future personnel, equipment, and supply needs, and assists with budgeting for those needs. *

20. Provides direct supervision of Fire Academy supervisors and Public Safety Training Grounds supervisors. Onboards, orients, and trains new staff in their essential duties and responsibilities. *
21. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
22. Initiates and maintains positive relationships with other departments and members of the College community. *
23. Serves on a variety of District committees as requested.
24. Performs related work that supports the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- Bachelor's degree and two (2) years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, **OR**
- Associate's degree and six (6) years of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment, **AND**
- One (1) year of current or prior experience serving in the rank of Fire Engineer or Fire Captain.

DESIRED QUALIFICATIONS:

- Prior significant experience working in the firefighting industry, as well as serving in a command capacity.
- Prior experience working in the state Fire Marshall's office.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver's license 'if and when' travel is required in the course of work.
- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

KNOWLEDGE, SKILLS, AND ABILITIES:

(May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies and procedures governing the District.
- Laws and ordinances pertaining to the specific responsibilities of the position.
- Program development and administration.
- Current methodology, pedagogy, and andragogy concepts related to vocational Career and Technical Education (CTE).
- National Wildfire Coordinating Group (NWCG), California Specialized Training Institute (CSTI), California Emergency Management Agency (CAL-EMA), and the California State Fire Training System policies, course delivery requirements, code of ethical teaching

standards, course management procedures, scheduling, and course processing requirements.

- Scheduling and curriculum development.
- Student performance tracking
- Theories, principles, and best practices in supervision and training of assigned staff.
- Instructional programming development theories and methods of implementation.
- Public service systems.
- Pertinent federal, state, and local laws, codes, and regulations including Vehicle Code, Penal Code, and Education Code as well as all laws pertaining to crime reporting, victim's rights and public disclosure, including the Clery Act.
- The structure, functions, and inter-relationships of state and local public agencies and organizations.
- Modern office management methods, techniques, and technology.
- Proper report preparation and writing.
- Analysis and evaluation of programs and services.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Budget preparation and oversight.
- Modern office practices, procedures, and equipment including computers, peripheral equipment, and a variety of software applications.
- Microsoft Office Suite (Word, Excel, and Outlook).

Ability to:

- Independently perform the essential responsibilities of the position.
- Understand and apply District and department policies and procedures.
- Read, understand, interpret, and apply department and program rules, regulations, policies, and procedures.
- Integrate local, state, and federal laws and regulations.
- Ensure compliance with all laws, regulations, and policies through effective supervision and leadership.
- Supervise, manage, direct, train, and evaluate department employees.
- Motivate and provide supervision and leadership to a diverse group of professionals and classified staff.
- Assess the educational needs of a community.
- Plan and coordinate the most effective use of faculty, staff, facilities, and resources to achieve program goals.
- Comprehend and stay current with the theories of and practices in higher education instruction and programming.
- Communicate professionally in confrontational situations.

- Compose complex reports and correspondence.
- Prepare complex schedules.
- Analyze administrative problems and apply appropriate problem-solving and decision-making skills.
- Prepare comprehensive, clear, and concise reports and recommendations.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making decisions.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Understand and follow verbal and written directions.
- Make sound, educated decisions.
- Make public presentations.
- Safely operate a motor vehicle to travel to required administrative and industry meetings off campus.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Compile, organize, and use various financial information necessary in the preparation of budgets.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbent in this class is in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbent in this class provides supervision, work direction, and guidance to assigned faculty, managers, staff, student workers, student assistants, and/or short-term, temporary employees.

The incumbent in this class receives general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness, and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college, and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel, or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to twenty-five (25) pounds. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte-Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY EMPLOYER:

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions. Butte-Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access

Class Code: M331.100

Salary Range – MSC 15 - Exempt

to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, gender identity, gender expression, color, national origin, language, accent, citizenship status, immigration status, ancestry, age, religion, sex, sexual orientation, parental status, marital status, veteran status, pregnancy, genetic information, physical or mental disability or medical condition, or on the basis of these perceived characteristics.