



TITLE: Associate Dean, Public Safety/Fire Technology

CLASSIFICATION: Management Team – Educational Administrator

SALARY RANGE: Range 28

SCOPE OF POSITION:

Under the direction of the Dean, Academic Affairs, plan, organize, and direct the program development, operations, activities, services, management and delivery of Fire Technology programs including the accredited Firefighter I and Firefighter 2 Academy, certificate and degree programs and accredited in-service fire courses; develop, design and assess curriculum and program reviews; train, supervise and evaluate the performance of assigned faculty and staff;

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Ensure compliance with State Fire Training (SFT) and Fire and Emergency Services Higher Education (FESHE) models to meet fire technology accreditation standards.
2. Plan, organize, and direct all designated operations, activities, programs and services of the Fire Technology Program; assist in establishing and maintaining program timelines and priorities; ensure that related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures.
3. Oversee the Fire program accreditation and facilitates the site review visits; develop, perform, plan, organize, research, analyze, design, assess, complete and apply to California State Fire Marshal and State Board of Fire Services for "Accredited Regional Training Program" accreditation.
4. Ensure the coordination and direction of personnel, curriculum, schedules and information to meet the instructional needs and enhance the educational effectiveness of Fire Technology program and services; collaborate with the Dean in the planning, development and implementation of Fire Technology program, services, strategies, processes, systems, projects, schedules, courses, goals and objectives.
5. Develop, design and assess curriculum and program reviews including Program and Resource Planning Process (PRPP) Student Learning Outcomes for the District; schedule classes, develop lesson plans and prepare class rosters; prepare records related to student enrollment and grades; and maintain instructor files.
6. Train, supervise and evaluate the performance of assigned faculty and staff. Interview and select employees and recommend transfers, reassignment, termination and disciplinary action.
7. Collaborate and communicate effectively with faculty, staff, students, local Fire Chiefs, Training Officer Associations, Fire Technology Advisory committee, ROP programs, SFT accrediting agency and stakeholders; to coordinate activities and programs; receive, review and provide timely resolution to student, faculty and staff issues; resolve issues and exchange information.
8. Supervise and evaluate the performance of assigned contract and associate faculty, and professional expert employees (on rotational basis).
9. Plan, organize and implement long and short-term programs and activities designed to develop assigned programs and services.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Direct the preparation and maintenance of narrative and statistical reports and records related to personnel and assigned activities.
11. Participate in budget development for Fire Technology programs; develop, manage and evaluate grants and grant returns; prioritize and recommend expenditure or grant funds; assist with negotiated contracts.
12. Operate fire apparatus, chainsaws, hydraulic rescue tools, and forklift and live fire props.
13. Determine material and supply needs for program operations including instructional equipment and fire apparatus; maintain and repair props and instructional equipment; obtain quotes and submit purchase order requests for approval.
14. Provide technical assistance, information and assistance to the Dean of Academic Affairs regarding assigned functions; assist in the formulation and development of policies, procedure and programs.
15. Provide consultation and technical expertise to faculty, staff, students and external agencies and others concerning SRJC Fire Technology Program operations and activities; respond to inquiries, resolve issues, and provide detailed and technical information concerning fire service education programs, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures; serve as advocate for students and ensures that students receive due process.
16. Serve as chair for Fire Advisory committee meetings; attend and represent the District at regional and State fire related meetings; prepare and deliver presentations concerning related programs, services, needs and issues.
17. Implement, manage, maintain, and facilitate state mandated reporting on public safety instructional service agreements with stakeholder agencies.

KNOWLEDGE OF:

1. Policies and procedures of the College and California community college system including Title V and Title VIII regulations; Vehicle Codes and Code of Federal Regulations related inspections and maintenance of fire apparatus.
2. Fire department operations and practices.
3. Curriculum development and design.
4. SFT policies and procedures.
5. Student services and support programs such as Disability Resources, Veterans Affairs, Student Equity, and scholarship and funding mechanisms.
6. Standard practices of accounting, purchase ordering, and financial reporting.
7. Health and Safety codes related to an accredited fire academy/program.
8. Grant writing techniques.
9. Budget preparation and control.
10. Oral and written communication skills.
11. Principles and practices of administration, supervision and training.
12. Interpersonal skills using tact, patience and courtesy.
13. Operation of fire apparatus and other tools associated with fire technology.

ABILITY TO:

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Assist with educational planning and program development in accordance with the missions, goals and objectives of the SRJC and Fire Technology program.
3. Communicate effectively both orally and in writing.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Analyze situations accurately and adopt an effective course of action.
8. Meet schedules and timelines.
9. Work independently with little direction.
10. Plan and organize work.
11. Direct the maintenance of a variety of reports, records and files related to assigned activities.
12. Demonstrate sensitivity to, and respect for, a diverse population and maintain principles of inclusion and just culture in the Fire Technology Program.
13. Understand the needs of the community relative to the Fire Technology Program.
14. Relate effectively with a wide diversity of students, faculty, staff and community members.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)

Education:

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

Experience:

One year of formal training, internship or leadership experience reasonably related to this assignment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license or Firefighter endorsement. California Fire Training Instructor II and Lead Skills Evaluator certifications.

WORKING CONDITIONS:

PHYSICAL DEMANDS:

- Bending at the waist, kneeling or crouching.
- Lifting, carrying, pushing or pulling heavy objects as needed.

HAZARDS:

- Working around and with machinery having moving parts. Working at elevated positions requiring fall protection precautions.
- Working in Immediately Dangerous to Life and Health (IDLH) environments requiring approved breathing apparatus and personal protective clothing (PPE).