

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Director, Public Safety/ Fire Technology	Management Team Educational Administrator	Range: 12.0	Days: 224

## **JOB DESCRIPTION:**

Under direction, has specific responsibility for the Fire Technology Program within the Department of Public Safety.

## **SCOPE:**

The Director, Public Safety-Fire Technology, under direction of the Dean, Public Safety, is responsible for coordinating the campus programs at Petaluma and Santa Rosa and entry level/in-service programs at the Santa Rosa Training Center. Additionally, the Director manages and supervises fire academies at the Santa Rosa Fire Department Training Tower and is responsible for curriculum development and continued currency of courses in the Fire Technology program.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Responsible for curriculum development, instructor selection, training and evaluation, scheduling of instructors and facilities.
2. Supervises faculty and classified personnel within the Fire Technology program.
3. Conducts orientation and procedures section of the Fire Technology Program and carries a substitute teaching assignment when required.
4. Plans, budgets, and schedules courses within the Fire Technology program.
5. Coordinates all support activities, including facilities, equipment, registration, notification and provides day-to-day management and supervision of students and student records.
6. Maintains liaison with fire agencies and state regulatory agencies to maintain currency and effectiveness of presentations in each of the certified courses.
7. Assists the Dean in preparation of the annual budget as it relates to the program.
8. May be assigned to act as Training Center Director, in the absence of the Associate Dean.
9. Performs other duties as assigned by the Dean, Public Safety.

## **KNOWLEDGE OF:**

1. Current legislative and state regulatory changes within each of the state certified courses.

## **DIRECTOR, PUBLIC SAFETY/FIRE TECHNOLOGY**

---

2. Modern firefighting and rescue principles, practices, techniques and procedures, including the operation and maintenance requirements of various types of fire apparatus and equipment to be utilized in training.
3. Instructional methodology, course scheduling and budgetary procedures as they apply to each of the courses.
4. Current managerial and supervisory techniques as it pertains to the supervision of faculty and classified personnel.

### **ABILITY TO:**

1. Plan and organize large, complex tasks; supervise the work of assigned staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Develop curriculum, courses, and implement fire technology training based upon state regulatory requirements, law and client agency needs.
4. Communicate clearly, both orally and in writing.
5. Participate with federal, state and local fire agencies through Advisory Committees in establishing training and education needs, goals and objectives.
6. Demonstrate sensitivity to, and respect for, a diverse population.

### **QUALIFICATIONS:**

#### *Education:*

Master's degree required or the equivalent, 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.

### **SUPERVISION RECEIVED:**

Reports to the Dean, Public Safety.

### **SUPERVISION EXERCISED:**

Under direction of the Dean, Public Safety, provides direct supervision of the Fire Technology program, including supervision of instructors, training officers and classified support staff.

Board Approved: 02/12/02