

**Fire School Administrator
York County Fire School
York, Pennsylvania**

Purpose of Position

The purpose of this position is to manage and coordinate the activities, projects and personnel of the York County Fire School. The Fire School Administrator is a management level position that requires discretion in the management of the York County Fire School while working within the parameters of the established policies and procedures. The employee in this job classification is appointed by the Board of Governors of the Fire Chiefs' and Fire Fighters' Association of York County, Inc. This position also receives administrative direction from the Board of Governors of the Fire Chiefs' and Fire Fighters' Association of York County, Inc.

Essential Duties and Responsibilities

Supervise all employees of the Fire School. Provide guidance and support to accomplish tasks as necessary. Evaluate employee performance. Make recommendations to the Board of Governors regarding advancement, termination, and disciplinary action of subordinate employees.

Maintain financial integrity by operating within prescribed budgetary guidelines. Make recommendations to the Board of Governors regarding financial management procedures and budgeting.

Supervise the maintenance of all Fire School facilities and equipment. Coordinate repairs and improvements. Assure safe condition of buildings, grounds, vehicles, and all equipment. Recommend repair and/or replacement as necessary.

Promote the activities of the Fire School by various means, including direct interaction with users and potential users of programs and facilities.

Additional Tasks and Responsibilities

- Assign work to employees and hold employees accountable for their performance
- Review and approve employee payroll for payment
- Schedule employees to meet the demands of the Fire School

- Prepare and execute an annual plan for educational offerings to the emergency service organizations of York County
- Prepare and execute a work plan for regular maintenance of the buildings, grounds, and equipment of the Fire School
- Research and recommend educational offerings for incorporation into the Fire School training plan
- Interact with other agencies to coordinate educational offerings in order to avoid conflicts and maintain continuity
- Coordinate logistics for support of classes with instructors and educational training agencies
- Recruit students for educational offerings
- Recruit potential instructors for educational training agencies
- Serve as staff liaison to the Fire School Committee
- Supervise the scheduling of all facilities and class offerings
- Market and promote the educational offerings and the facilities of the Fire School to potential public and private users using various sources of printed and electronic media
- Manage inquiries regarding the Fire School and its programs
- Maintain close communication with the Board of Governors via the Board's designated representative
- Respond to the emergency needs of the Fire School
- Attend various meetings as necessary
- Other duties as assigned by the Board of Governors

Language Ability and Interpersonal Communication

Comprehensive knowledge of the fire service, including management, equipment, procedures, programs and applicable federal, state and local laws and regulations. Considerable knowledge of supervisory techniques, or program development and planning, of budgeting, public relations, employee development, personnel administration and purchasing.

Ability to plan, organize and direct a variety of emergency services training programs (fire, EMS and law enforcement). Identifies organizational problems and develops solutions to them. Ability to establish and maintaining effective working relationships with numerous first responder representatives and the general public.

Ability to manage and direct groups of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.

Ability to communicate orally and in writing with emergency services personnel, Board of Governors personnel, consultants and the general public.

Ability to concisely and clearly present information verbally to groups of people, including elected officials and the public.

Knowledge, Skills, and Abilities

- Must pass appropriate background investigation
- Maintain valid driver's license for class of vehicle operated
- Ability to communicate effectively, orally and in writing, in the English language
- Ability to work a flexible schedule to meet the demands of the Fire School
- Ability to plan and execute work with independent judgment
- Demonstrate strong organizational skills and prioritize work accordingly
- Knowledge and skill in a variety of computer programs including Microsoft Office Suite
- Ability to interpret policies, procedures, regulations, and guidelines
- Ability to manage a budget
- Ability to frequently lift and carry 25 pounds and occasionally lift and carry heavier objects
- Knowledge of administrative management principles and methods

Minimum Training and Experience

- Post high school education with an emphasis in emergency services management, public administration, or a related field
- Knowledge and experience in the administration of a training delivery system for the emergency services fields (Fire, EMS and Law Enforcement)
- Possession of or ability to obtain and maintain a valid Pennsylvania motor vehicle driver's license in the appropriate class with endorsements
- Five years' experience in a management role with an emergency services, government, or non-profit organization
- A combination of education and experience may be considered
- Proficient in the use with computers and computer software

Salary and Benefits

- Salary range \$35,000 - \$45,000 DOQ
- Exempt job status (Executive Position)
- 40 Hour work week (flex-time schedule) subject to work demands (some evenings and weekends required)
- Annual Paid Leave

To apply, please submit your resume and cover letter with salary request by June 30, 2017 to:

Chad A. Deardorff, President

FIRE CHIEFS' AND FIRE FIGHTERS' ASSOCIATION OF YORK COUNTY, INC.

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