

YORK COUNTY FIRE SCHOOL JOB DESCRIPTION

Job Title: Fire School Administrator	Standard Hours:
Reports to: Board of Governors	Position held by:
Pay Rate/Annual Salary:	Funding Source: Fire School Budget
Job Code: FSA	Revised: September 21, 2020

POSITION SUMMARY

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 and receives administrative direction by the Board of Governors of the Fire Chief's and Fire Fighter's Association of York County, Inc.

The Administrator must have 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, program development and planning, budgeting, public relations, employee development and personnel administration as focus activities. The Administrator must have good communication skills both orally and written with emergency services organizations and groups as well as the general public and the Board of Governors. The ability to concisely and clearly present information to groups of people as well as elected officials is critical.

Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability and aptitude to perform each duty proficiently and comply with the applicable work rules, policies and procedures.

Essential Duties and Responsibilities

- Display and maintain a professional attitude and conduct behavior in such a manner that properly reflects on the York County Fire School and the Association at all times, not limited to work hours.
- Supervise all employees of the Fire School and provide guidance and support to accomplish tasks as necessary.
- Evaluate employee performance and 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.
- Plan, organize and direct a variety of emergency services training programs (Fire, EMS and Law Enforcement) while identifying organizational problems and solutions to correct them.
- Establish and maintain an effective working relationship with numerous emergency services representatives and the general public

General Duties

- 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

Knowledge, Skills, and Abilities

- Must pass appropriate credit, criminal background, Pennsylvania child abuse history checks and any other appropriate investigations required by law.
- Maintain valid driver's license for class of vehicles owned by the Association
- 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 Acceptable Training and Experience

- Possession of valid CDL B Pennsylvania motor vehicle driver's license with medical card and air brake endorsement
 - Post high school education with an emphasis in emergency services management, public administration, or a related field
 - Current Pennsylvania State Fire Academy approved certification as a suppression instructor
 - Seven 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 of computers and associated software and hardware devices.