

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2021**

DIRECTOR, FIRE ACADEMY OF THE SOUTH

FLSA STATUS: EXEMPT - PAY GRADE: 24 - A

**JOB FAMILY: MANAGERIAL/SUPERVISORY – BUSINESS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Director of the Fire Academy of the South provides instructional and programmatic leadership for Post-Secondary Adult Vocational (PSAV) and Continuing Workforce Education (CWE) courses, leadership to FSCJ Fire Academy of the South and ensures the efficient day-to-day operations of all fire fighter related programs.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Plan and direct the development and implementation of current and long-range objectives, program development and strategic operational plans for all fire fighter training programs, including all clock, noncredit and CWE.

Make operational decisions that provides guidance to staff to ensure student needs are met. Provide leadership in recruiting, selection, hiring, training, supervising and overall management of all staff for the Fire Academy of the South (FAS) working toward providing the highest level of training to the participants of the various fire fighter programs.

Participate in budget development and implementation with responsibility for monitoring assigned budgets for all fire fighter programs, including prioritizing spending and purchases to maximize the buying power of allocated funding, approving appropriations and invoices for payment, and vendor management to facilitate operational needs for facilities, materials, supplies and services for any fire fighter related program or facility.

Plan, develop, and manage the FAS facilities, materials, supplies and services, including scheduling, maintenance, repair, upgrades, inventory and general oversight at the FAS facilities working in collaboration with the Jacksonville Fire Rescue Department (JFRD) and any other public safety partner organization in keeping with the highest safety standards; Includes oversight of fire training, equipment storage, simulators and props and associated safety processes and standards.

Form partnerships with appropriate public safety agencies and businesses, including leasing for any portions of the FAS ensuring all appropriate agreements are executed properly prior to use of the facilities and the bill for usage is submitted for payment in a timely manner.

Attend Fire Fighter Training Director Association meetings to stay abreast of fire fighter training trends and compare policy/practices with other training facilities.

Communicate with fire department chiefs/training staff to schedule training for their staff. Price training tuition and write training agreements for departments to sign.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution supplemented by ten (10) years of related experience.

PREFERRED QUALIFICATIONS

None

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of equipment including computers. Involves some physical effort, such as standing and walking, or frequent light lifting (5-10 pounds); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, brochures, lists, etc. Requires the ability to prepare correspondence, reports, forms, requisitions, etc., using prescribed format. Requires the ability to communicate effectively in standard English. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively with staff, students, co-workers and supervisors.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; to determine decimals and percentages; to utilize college algebra and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in operating computers and modern office equipment and machinery.

Manual Dexterity: Requires the ability to handle a variety of computers and office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions.

Effective: 10/12/21