

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/FIRE TECHNOLOGY AND PUBLIC SAFETY**

GENERAL RESPONSIBILITIES

Responsible to the Dean/Human Services and Technology for all aspects of the fire academies. Fire Technology Programs and for vocational contracts with fire service agencies for fire service classes; also performs other duties and special projects as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF INSTRUCTIONAL AND VOCATIONAL PROGRAMS

Overall responsibility for all aspects of district Fire Technology Programs, fire academies and vocational contract courses, and the Advanced Fire Office Program, including recruiting, marketing, curriculum, scheduling, equipping, evaluating, staffing, funding, evaluation, negotiation of training facilities contracts, planning, development and supervision of the Regional Fire Training Facility, and the procurement and administration of programs and courses under vocational contract with fire service agencies; admissions, graduation and compliance with and reporting of certification requirements; approves curriculum development proposals, course outlines, and instructional materials; supervises the effectiveness of all programs, activities and services and their responsiveness to the needs of a culturally diverse community; recommends and implements written District policy and regulations, supervises program and personnel compliance with applicable laws and regulations, maintains related records and submits related reports.

PERSONNEL

Responsible for, or effectively recommends, the hiring, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all assigned staff; also responsible for administering collective bargaining agreements, employment and promotion selection procedures, compliance with written District policies, rules and regulations regarding personnel, evaluation of the performance of assigned staff, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for the discipline of students, adjustment of grievances and complaints, scheduling, evaluation and reporting of performance, the resolution of student problems and complaints, and the maintenance of student records. Identifies community needs for courses, and negotiates contracts for providing instruction and training within the parameters of written delegated authority.

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/FIRE TECHNOLOGY AND PUBLIC SAFETY (continued)**

PLANNING

Responsible for the planning, delivery, funding and evaluation of all functions, programs, activities, staff and services in areas of responsibility.

COMMUNITY CONTACT/REPRESENTATIVE

Must be a highly visible educational leader seeking positions of significant leadership in community institutions and support organizations and on state boards and committees to articulate, enhance and improve District programs and services and reputation on the state and national levels.

OTHER PROFESSIONAL RESPONSIBILITIES

Significant responsibility for chairing and supervision of district committees and task forces.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the planning, supervision, staffing, scheduling, catalogue description, delivery and evaluation of the Fire Technology Program, Fire Academy and contract fire service courses and training for Orange county, including all personnel functions of assigned staff.
- B. Supervises preparation and management of budget for designated programs; identifies County fire service training needs, negotiates contracts within the parameters of written delegated authority for filling needs and assures compliance with fire service laws and certification requirements.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Master's or Bachelor's degree and at least six years of full-time paid fire-related experience at the rank of Battalion Chief or above and possess California Fire Service Training and Education System certification as a Fire Instructor I or higher.

Required Skills: Ability to resolve conflicts and solve problems, identify opportunities for and negotiate contracts for programs; evaluate programs and strategies, analyze and apply laws, rules and regulations involving programs, staff and students, and represent the district at the community, state and national levels.

Draft Date: 3/13/96
pw:1/04