

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
FIRE SERVICE COORDINATOR

DEFINITION

Manages a Department of Public Safety fire service training program area and provides statewide coordination of fire service training programs for agencies and other emergency responders; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Assists a supervisor by instructing field instructors (part-time employees), answering questions and distributing, balancing and checking work; may make suggestions on appointments, promotions, performance and reassignments.

Conducts a statewide fire service training program to inform and teach emergency responders in non-state agencies engaged in fire protection and suppression and other emergency responder areas.

Identifies training needs to formulate fire service training programs for statewide delivery; observes field instructor (part-time employee) performance; obtains input from fire service organizations and departments; reviews course attendance records, performance evaluations and accident reports.

Plans and develops fire service-related seminars, workshops and short courses or other training activities to meet identified training needs of the state fire service; outlines curriculum; selects, writes and revises course materials such as handbooks, texts, test and visual aids; writes narratives and statistical reports on fire service training objectives and accomplishments.

Plans orientation for new field instructors (part-time employees); prepares an agenda, conducts sessions and obtains the participation of other staff members.

Conducts, or arranges for, classroom instruction to implement fire service-related training; lectures and leads discussion or contacts staff and/or field instructors (part-time employees) to perform these functions.

Plans for outside fire service-related training programs to meet anticipated fire service training needs; identifies technical specialty areas, resources and modes for training, funding and staff requirements.

Develops monetary resources to provide funding for new and expanded fire service-related training programs; writes budget requests/justifications; researches and writes applications for funding.

COMPETENCIES REQUIRED

Knowledge of fire service-related training and programs.

Knowledge of criteria and methodology for curriculum development and appraisal.

Knowledge of standards and regulations pertaining to the fire service.

Knowledge of standards, rules and regulations governing the operation of the state fire academy.

Knowledge of fiscal planning and control.

Knowledge of classroom and on-the-job training methods, procedures, and techniques.

Knowledge of current principles of effective supervision, including communication, human relations skills, work planning and organization.

Ability to communicate effectively with persons from all levels of learning and backgrounds.

Ability to plan, coordinate and evaluate training activities to meet fire service training needs and priorities.

Ability to determine immediate and long-range fire service training needs and priorities.

Ability to accurately and effectively interpret and relate fire service training programs and policies to the state fire service.

Displays high standards of ethical conduct. Exhibit honesty and integrity. Refrain from theft-related, dishonest or unethical behavior.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the state fire academy.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four year college or university and experience equal to three years of full-time work in one or a combination of the following areas:

1. Professional training or teaching experience in an educational setting.
2. Professional personnel administration, including such areas as job analysis, performance appraisal, selection or labor relations.
3. Professional experience in the fire service or allied profession.

OR

a combination of education and experience for a total of seven years, substituting experience of one year of full-time qualifying work for each thirty semester hours of qualifying coursework;

OR

a combination of education and experience for a total of seven years, substituting thirty semester hours of graduate coursework for each year of qualifying experience;

OR

employees with current, continuous experience in the state executive branch that includes experience equal to six years' full-time qualifying work.

Effective Date: 09/03 CH