



STATE OF DELAWARE
STATE FIRE PREVENTION COMMISSION
DELAWARE FIRE SERVICE CENTER

(302) 739 - 3160
FAX (302) 739 - 4436

1463 CHESTNUT GROVE ROAD
DOVER, DELAWARE 19904

DELAWARE STATE SERVICE CAREER OPPORTUNITY

STATE FIRE PREVENTION COMMISSION

Announcement No 12345

DIRECTOR

Delaware State Fire School

Salary: \$77,000 - \$82,000

EXEMPT POSITION

Location of Work: Kent County, Delaware

Opening Date: November 13, 2006 Closing Date: November 28, 2006

JOB SUMMARY:

This employee functions under the direction of the Fire Prevention Commission and is responsible for administration of the Fire School. Responsibilities include planning, directing, and coordinating all Fire School training programs and activities, including budgeting and supervising Training Administrators. This employee also manages the Emergency Medical Technician certification and ambulance licensing programs and directs the operations of two regional centers in Sussex and New Castle.

We are looking for someone who has had experience in managing/administering a training program, budgeting, evaluating and monitoring program operations, as well as experience in the emergency services training field. Experience as a Certified Fire Instructor II is a plus. Applicant must possess a good working knowledge of, and experience in, the Delaware State Fire School and the Delaware Fire & EMS System. Additionally, the applicant must have knowledge of the role and responsibilities of the Delaware State Fire Prevention Commission, and understand the relationship between all the Delaware Fire Service Associations, associated State Agencies and the Delaware State Fire School.

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Principal Accountabilities:

1. Direct the planning, development, implementation and evaluation of all training programs conducted by the State Fire School.
2. Monitor and evaluate tuition fee structure.
3. Plan, finance, and manage major maintenance and improvements to the main facility and the two regional centers.
4. Prepares annual budget for the development and maintenance of training programs and operation of the Fire School.
5. Serve as consultant and advisor to the State Fire Prevention Commission and the State Fire Service.
6. Serve as liaison between the fire service and agencies/government officials at all levels (local, state, and federal).
7. Maintain contact with outside agencies and organizations at the local, state, and national level.
8. Participate in state, regional, and national conferences and committees.
9. Continually research and search for improved methods, techniques and programs to increase the efficiency of the State Fire School and the State's emergency services.
10. Oversee the professional development of the program management staff to improve their management knowledge and skills.
11. Performs related work as required.

APPLICATION PROCEDURES:

Interested applicants must submit a current State of Delaware Employment Application. A state application may be located online by accessing www.delawarestatejobs.com.

Applications, resumes with cover letter outlining knowledge and experience shall be submitted to the following location:

Delaware State Fire Prevention Commission
1463 Chestnut Grove Road
Dover, DE 19904
Telephone: (302) 739-3160
Fax Number:(302) 739-4436

Direct deposit of paychecks will be required as a condition of employment for all new employees hired after December 31, 1995.

The State of Delaware – An Equal Employer Opportunity and Affirmative Action