

# **DIRECTOR**

## **Delaware State Fire School**

**Salary:** \$130,090

**Position Type:** Exempt

**Location of Work:** Statewide but predominately Kent County, Delaware

**Opening Date:** April 22, 2026

**Closing Date:** May 29, 2026

## **JOB SUMMARY**

This position functions at the pleasure and under the direction of the State Fire Prevention Commission.

The Commission has complete jurisdiction, management over and control of the Delaware State Fire School.

The Commission has full authority but is not limited to:

- Make all rules and regulations necessary for the governing of the School.
- Have complete management, possession, and control of the lands, buildings, structures, and property of the School.
- To build, construct, change, enlarge, repair, and maintain all buildings or structures that may at any time be necessary.
- To purchase and acquire all land and property necessary.
- Acquire real or personal property by purchase, gift or donation.
- Determine staffing needs and personnel selection.
- Provide for the course of study and curriculum.
- Make rules and regulations for the admission of trainees.
- Fix and collect admission fees and other fees that may deem necessary to be charged for training
- To visit and inspect the School and every department thereof, and to provide for the proper keeping of accounts and records.
- To make and prepare all necessary budgets of expenditures for the enlargement, proper furnishings, maintenance, support, and control.

- Select and purchase all property, furniture, fixtures, and paraphernalia necessary for the School.

This position is expected to assist the Commission with maintaining all responsibilities within an advice and consent component. The director shall make recommendations for staffing, assignments including other instructors, helpers, secretaries and laborers as may be necessary. The director will supervise the workforce to maintain recognized business, training and safety acumen. Notwithstanding all duties, it is expected that the Director will utilize modern standards and techniques identified with recognized training and safety standards to provide a high level of instruction and safe operations for all aspects as a priority. The Director of the School is responsible for daily operations as approved by the Commission. Any planning, activity, future paths or otherwise requires obtaining the advice and consent of the Commission!

The Director serves as the chief executive and administrative leader of the Delaware State Fire School. The Director is responsible for the overall management, administration, operation, and strategic direction as determined by the Fire Commission of the Fire School, including planning, directing, coordinating, and evaluating all fire, rescue, and emergency medical services (EMS) training programs and activities.

The Director ensures the delivery of high-quality training programs that meet or exceed applicable standards, including those established by the National Fire Protection Association and nationally recognized accrediting bodies such as Pro Board and IFSAC. This includes maintaining the integrity and security of certification and testing processes.

The Director is accountable for the safety of students, employees and visitors, budgeting, supervising all employees including Training Administrators, coordinating Emergency Medical Technician certification and managing all Fire School facilities and physical assets, including regional training centers.

This position requires a highly qualified professional with demonstrated experience in leadership, educational program administration, emergency services training, budgeting, human resources, safety management and policy / procedure development. The Director must also possess a strong understanding of the Delaware Fire & EMS System, the role of the State Fire Prevention Commission,

and the relationships among fire service organizations, state agencies, and training institutions.

## **ESSENTIAL FUNCTIONS / PRINCIPAL ACCOUNTABILITIES**

### **Leadership and Administration**

- Reports directly to the Delaware State Fire Commission.
- Provide executive leadership and oversight of all Fire School operations, programs, personnel, and satellite divisions.
- Establish and implement strategic vision, goals, and performance objectives.
- Promote a culture of professionalism, accountability, ethical conduct, safety, and continuous improvement.
- Serve as advisor and consultant to the State Fire Prevention Commission and the Delaware Fire Service.
- Supervise, evaluate, and develop Training Administrators and program staff.

### **Training and Educational Program Oversight**

- Direct the planning, development, implementation, and evaluation of all training programs conducted by the Fire School.
- Ensure compliance with NFPA standards, certification requirements, and accreditation processes (Pro Board / IFSAC).
- Oversee curriculum development to ensure quality, relevance, and compliance with industry standards.
- Maintain the integrity, security, and accountability of all testing and certification processes.
- Evaluate program effectiveness and implement improvements based on best practices.

### **Budgeting and Financial Management**

- Prepare, administer, and monitor the Commission approved annual Fire School budget.
- Monitor and evaluate tuition and fee structures.
- Ensure fiscal responsibility, transparency, and accountability.
- Identify and pursue grants and alternative funding sources.
- Prepare and present detailed financial reports to the Commission and governing authorities.

## **Facilities and Asset Management**

- Plan, finance, and manage maintenance, repairs, and capital improvements to the main facility and regional training centers.
- Oversee all Fire School physical assets, equipment, and infrastructure.
- Ensure compliance with safety standards, including NFPA 1403 and NFPA 1500.

## **Human Resources and Organizational Development**

- Oversee recruitment, hiring, training, supervision, evaluation, and discipline of personnel.
- Ensure compliance with State of Delaware human resources policies, labor laws, and best practices.
- Promote workforce development, recruitment, and retention initiatives.
- Foster a professional, inclusive, and respectful workplace environment.
- Oversee professional development of program management staff.

## **Policy Development and Compliance**

- Develop, implement, and enforce policies and procedures governing Fire School operations.
- Ensure compliance with all applicable local, state, and federal laws, regulations, and standards.
- Regularly review and update policies to reflect best practices and evolving requirements.

## **Reporting and Documentation**

- Prepare comprehensive reports, including operational summaries, performance metrics, and program evaluations.
- Present findings and recommendations to the State Fire Prevention Commission.
- Maintain accurate records in accordance with state retention requirements.

## **Stakeholder Engagement and Liaison Responsibilities**

- Serve as liaison between the Fire School, fire/EMS agencies, and government officials at all levels.
- Maintain contact with outside agencies and organizations at the local, state, and national levels.

- Manage staff responsibilities, their preparedness, training and response coordination with the SERT program.
- Represent the Fire School at meetings, conferences, and public events.
- Participate in state, regional, and national committees and professional organizations.

### **Continuous Improvement**

- Continually research and implement improved methods, techniques, and programs to increase safety, efficiency and effectiveness.
- Support innovation in training delivery and emergency services education.

### **Other Duties**

- Perform related duties as required by the Fire Commission.

### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university or equivalency life experience.
- Demonstrated experience managing or administering a training program, educational institution, or similar organization.
- Experience in budgeting, financial management, and monitoring program operations.
- Experience in emergency services training (fire, rescue, or EMS).
- Proven leadership and supervisory experience.
- Strong written and verbal communication skills.
- Experience in Human Resources functions, including hiring, discipline, and employee management.
- Experience in recruitment and workforce development.
- Experience preparing detailed reports, analyses, and formal presentations.
- Demonstrated ability to develop, implement, and enforce policies and procedures.
- Strong knowledge of applicable NFPA standards and other fire/EMS-related codes and regulations.
- Knowledge of the Delaware State Fire School and the Delaware Fire & EMS System, or comparable systems in other jurisdictions.
- Knowledge of the role and responsibilities of the State Fire Prevention Commission and its relationship with fire service organizations and state agencies.

## **PREFERRED QUALIFICATIONS**

- Master's Degree in Public Administration, Business Administration, Emergency Management, or related field.
- Certification as Fire Instructor II or higher.
- Executive-level leadership experience in fire service, EMS, or public safety training.
- Experience with accreditation processes such as Pro Board and IFSAC.
- Experience working with government agencies, regulatory bodies, and legislative processes.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Strong leadership, organizational, and decision-making skills.
- High level of integrity, professionalism, and accountability.
- Ability to manage complex operations and competing priorities.
- Strong analytical and problem-solving abilities.
- Ability to build and maintain effective working relationships with diverse stakeholders.
- Proficiency in strategic planning, budgeting, and policy development.
- Commitment to safety, compliance, and continuous improvement.

## **WORKING CONDITIONS**

- Primarily administrative and office-based with frequent interaction in training environments.
- Occasional exposure to live fire and emergency service training scenarios.
- Availability for evenings, weekends, and emergency-related responsibilities as needed.

## **ADDITIONAL REQUIREMENTS**

- Must possess and maintain a valid driver's license.
- Must successfully pass background and reference checks.
- Must meet all applicable State of Delaware employment requirements.

## **APPLICATION PROCESS**

Resumes with a cover letter outlining knowledge and experience shall be submitted to:

### **Delaware State Fire Prevention Commission**

Attn: Director Sherry Lambertson  
1463 Chestnut Grove Road  
Dover, DE 19904  
Telephone: (302) 739-3160  
Fax: (302) 739-4436

The State of Delaware is an Equal Opportunity and Affirmative Action Employer.

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