

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

POLICY TITLE: Deputy Director – Facilities & Planning Issue Date: 5/12/2009  
POLICY NUMBER: 2370 Revised:

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### 2370.1 General Job Description

The JPA Deputy Director – Facilities and Planning, under the direction of the JPA Executive Director, is responsible for the overall development, planning, and modernization of the physical plans, buildings, and facilities operated by the California Fire & Rescue Training Authority. Additionally, the incumbent administers and manages all grant applications as well as government relations related to the grant funding process. Further, in the absence of the JPA Executive Director due to annual sick leave or deployment, the incumbent serves as the interim Executive Director according to all policies and procedures in place and approved by the JPA Governing Council.

### 2370.2 ESSENTIAL JOB FUNCTIONS:

- (a) Writes and submits grant applications on behalf of CFRTA.
- (b) Develops and maintains, in conjunction with JPA Executive Director and the JPA Business Analyst the grant application calendar for all grant requests by CFRTA.
- (c) Researches grant opportunities from Federal and State governments as well as private industry.
- (d) Develops grant administration policies and procedures in accordance with Local, State, and Federal regulations.
- (e) Performs various general grant administration functions such as plan changes, program evaluations, adherence to timeliness, etc.
- (f) Directs the JPA Business Analyst and administrative support staff in the accurate and timely preparation of grant billings and reports in conjunction with grant requirements.
- (g) Directs the JPA Business Analyst in creating and maintaining appropriate spreadsheets and documentation to support grant expenses in conjunction with grant requirements.
- (h) Ongoing monitoring of grant budgets and expenditures to ensure targets are met.
- (i) Ongoing monitoring of grant program goals and monthly performance.
- (j) Communicates relevant grant information with the JPA Executive Director and the JPA Business Analyst.
- (k) Attends regularly scheduled meetings of the CFRTA Governing Council in order to answer questions from Council Members.
- (l) Maintains relations with various vendors providing goods and services under the terms of the grants.

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- (m) In addition to the JPA Executive Director, interfaces with government executives and elected officials on the Local, State, and Federal levels to assure the viability of CFRTA as potential grantee.
- (n) Perform any other duties, as necessary

### 2370.3 QUALIFICATIONS:

- (a) Knowledge of Fire, Rescue, US&R, Swiftwater Flood, and EMS technology and training practices, processes, and training props.
- (b) Proven track record in grant writing, including, but not limited to, local and state government grants, federal funding requests, proposals, and funding requests to private and family foundations (ranging from \$5,000 to \$500M)
- (c) Two years of grant administration experience (minimum)
- (d) Knowledge of grants and grant administration systems, processes, and budgeting
- (e) Ability to analyze and systematically compile technical and statistical information and to prepare reports and correspondence; comprehend and make inferences from written material; interpret federal, state, and local government laws and regulations regarding grant contracts and administration; review the work products of others to ensure conformance to standards; communicate orally and in writing with member agencies, granting agencies, government employees and the public; work effectively with a variety of staff, other governmental representatives, and the public; operate a variety of office equipment.
- (f) Possess a valid California Class-C Drivers License
- (g) Highly proficient in Word and Excel
- (h) Willingness to travel statewide and nationwide by car or commercial aviation for meetings