

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Deputy Director
POLICY NUMBER: 2312

Issue Date: 5/12/2009
Revised: 9/19/2019

2312.1 General Job Description

The Deputy Director, under the direction of the California Fire & Rescue Training Authority (Authority's) Executive Director, is responsible for the daily business operations of the Authority. The Deputy Director has management and control of the operations and administration of the Authority, subject to oversight by the Executive Director and Governing Council (Council). The Deputy Director plans, organizes, directs and controls the priorities and activities of the Authority and performs duties that are managerial, financial and administrative in nature. He/she has responsibility and authority for managing the day-to-day fiscal and administrative operations involving budgets, policies, procedures, organization, planning, contracts, facilities, systems, equipment, supplies, personnel, customer service and special projects. The Deputy Director also manages the planning, preparation and implementation of the Authority's operating and capital improvement budget, and provides professional and technical assistance to the Executive Director.

Further, in the absence of the Executive Director, the Deputy Director serves as the interim Executive Director according to all policies and procedures in place and approved by the Council.

2312.2 Essential Job Functions:

- 2312.2.1** Serves as an assistant and confidential aide to the Executive Director.
- 2312.2.2** Attends all meetings of the Authority's Council and such other meetings as the Council or Executive Director specifies from time to time.
- 2312.2.3** Maintains cordial relations with all personnel and customers of the Authority, and investigates and attempts to resolve all public, customer, and employee complaints.
- 2312.2.4** Explains, justifies, defends and promotes Authority programs, policies, and activities; may personally represent the Authority to the Legislature, special interest groups and appropriate officials of the local, state, and federal governments as well as the general public; may also serve as the primary Authority spokesperson with the news media if so directed by the Executive Director or the Council.
- 2312.2.5** In coordination with the Executive Director, interfaces with government executives and elected officials on the Local, State, and Federal levels to assure the viability of the Authority as potential grantee.
- 2312.2.6** Conducts and/or participates in work meetings with a wide variety of individuals and groups; utilizes leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and in the negotiation/resolution of competing issues that are significant, sensitive, and at times controversial.

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- 2312.2.7** Employs such assistants and other employees as he/she deems necessary for the proper administration of the Authority and the proper operation of the works for the Authority, subject to approval by the Executive Director and Council. He/she shall delegate authority at his/her discretion and has authority oversee, and direct employees; may also discipline employees upon consultation with the Executive Director; will provide a collaborative work environment for Authority employees.
- 2312.2.8** Follows and effectuates the directives and policies of the Council, including planning the short, medium and long term work program goals for the Authority; facilitates constructive and harmonious relations with the Council, staff, and members of the public; translates the goals and objectives of the Authority to the community.
- 2312.2.9** Assists the Executive Director with the preparation and management of the Authority budget, including analysis and estimates of expenditures; analysis and projections of revenue; recommendations of allocations and personnel; review and consultation with member agency management staff; final budget presentation to Council.
- 2312.2.10** Develops and implements goals, objectives, policies, and priorities for the Authority.
- 2312.2.11** Supervises Authority staff which includes prioritizing and assigning work, reviewing work for accuracy, organizing work schedules; conducting performance evaluations; ensuring staff are appropriately trained; and making hiring decisions and disciplinary recommendations, as needed.
- 2312.2.12** Coordinates, monitors, and directs the acquisition and allocation of equipment, supplies, information systems, offices and facilities, records storage and retrieval; conducts research and develops procedures to improve efficiency and cost-effectiveness; and monitors expenditures.
- 2312.2.13** Negotiates and monitors contracts and agreements for training services; coordinates Authority activities with other agencies; participates in selection and negotiations with consultants and other third-party vendors; assists in the procurement of services and supplies to be used or acquired by the Authority.

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2312.2.14 Oversees the planning and coordination of Authority training programs and exercises offered by the Authority. Works with various agencies and multiple entities in order to facilitate training.

2312.2.15 Ensures that the administrative functions of the Authority are in compliance with federal and state laws, rules and regulations and local codes and ordinances; implements changes to administrative processes as necessary based on changes in the law.

2312.3 Required Qualifications:

2312.3.1 Equivalent to a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration, personnel management, fire science, emergency management, or related field.

2312.3.2 He/she shall have at least five years of increasingly responsible administrative work with a public agency, preferably related to fire and rescue, law enforcement, or emergency services..

2312.3.3 He/ she shall possess a valid California driver's license

2312.4 Required Knowledge, Skills and Abilities

2312.4.1 Knowledge of fire, rescue, urban search and rescue, swiftwater, flood, and emergency medical services technology and training practices, processes, and props.

2312.4.2 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; work effectively with a variety of staff, other governmental representatives, and the public.

2312.4.3 Knowledge of public administration, organization and management; budget preparation and control; accounting; auditing; statistical methods, personnel administration; supervision.

2312.3.4 Willingness and ability to travel statewide and nationwide by car or commercial aviation for meetings.