

# California Fire & Rescue Training Authority

## POLICY HANDBOOK

**POLICY TITLE:** Special Projects Administrator  
**POLICY NUMBER:** 2311

**Issue Date:** 4/2/2008  
**Revised:**

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### 2311.1 General Job Description:

Under the general direction of the Executive Director, responsible for administering grant awards including RFP preparation, bid evaluations, purchasing contracts, and grant auditing compliance records & reports; develops, executes and acts as project leader for specialized programs; develops and conducts training programs; and performs related duties as required.

### 2311.2 Distinguishing Characteristics:

Incumbents are in positions of trust and confidence, delegated authority, and held accountable for the development, planning, and execution of projects and specialized programs utilizing public funds and grant awards. Each of these requires Incumbents to work with considerable independence and that they are capable of performing all duties under stressful conditions. Incumbents may exercise functional or technical direction of sworn and non-sworn personnel in areas related to emergency response, mitigation, and management.

### 2311.3 Essential Job Functions:

**2311.3.1** Develops and prepares grant applications.

**2311.3.2** Responsible for all phases of projects and programs including: emergency response equipment specification and systems design, RFP development, bid evaluations and recommendations, purchasing contract negotiations, detailed time management reporting, detailed grant compliance reporting, detailed fiscal accountability reporting, clear and concise weekly project reporting to the Executive Director, training systems and curriculum development.

**2311.3.3** Plans and coordinates training programs for county, city, special district, educational institutions, and various other public agencies that participate in disaster response programs; designs, executes, and evaluates tabletop, functional, and full-scale exercises.

**2311.3.4** Develops and conducts public information campaigns relating to emergency response; may also make presentations to the Authority Governing Council, other units of government as well as community groups; creates and produces newsletters, brochures, and other public education materials as directed.

**2311.3.5** Conducts outreach with a variety of partner agencies and solicits input in order to conduct needs analysis reports for the Executive Director and the Authority Governing Council.

**2311.3.6** Advises and supports member agencies statewide.

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- 2311.3.7 Establishes and maintains effective working relationships with member agencies and stakeholder agencies statewide.
  - 2311.3.8 Attends and participates in person or via conference calls all planning, implementation, and reporting meetings for the various projects to which he/she is assigned.
  - 2311.3.9 Orders, manages, inventories, stores, transports and distributes emergency supplies, resources and equipment as directed under the project guidelines.
  - 2311.3.10 Organizes and leads meetings, briefings and workshops regarding the specific projects.
  - 2311.3.11 Prepares and evaluates reports, studies, correspondence, long-range plans or presentations as required.
  - 2311.3.12 Demonstrates an understanding of statutes governing grant accountability, stays within all budget guidelines, and prepares proper fiscal recording and reporting documents according to requirements and within deadlines.
  - 2311.3.13 Seeks prior approval for all incidental purchases and necessary travel by preparing and presenting the necessary applications and justification documents.
  - 2311.3.14 Wears appropriate safety equipment/clothing as required.
  - 2311.3.15 Complies with legal mandates and deadlines
  - 2311.3.16 Delegate projects and tasks appropriately and necessary to achieve the intended Authority goals and objectives
  - 2311.3.17 Establishes and maintain cooperative working relationships
  - 2311.3.18 Performs other duties as assigned to meet and achieve the goals, objectives, and policies of the Authority
- 2311.4 Qualifications:**
- 2311.4.1 Experience and training gained as a member of a fire department with supplemental training in Urban Search and Rescue (US&R) specializations and State Fire Training Instructor Certifications.
  - 2311.4.2 Knowledge of federal and state disaster preparedness, response, recovery, and mitigation programs; federal, state, and local regulations, practices and standards relating to

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---

emergency management; contemporary principles, practices, and theory of management techniques; and organization, functions, and activities of state & local government.

**2311.4.3** Ability to maintain effective working relationships; work effectively without close supervision and manage multiple projects concurrently; exercise judgment and initiative during stressful situations and adopt effective courses of action; demonstrate tact and professional demeanor; communicate effectively orally and in writing at a level commensurate with successful job performance; maintain records and prepare reports and briefings; interpret a variety of codes, ordinances, and regulations pertaining to emergency management; use a wide variety of computer software applications and systems.

**2311.4.4** Knowledge Of:

**2311.4.4.1** Administrative and management procedures

**2311.4.4.2** Organizational techniques

**2311.4.4.3** Legal aspects of a joint powers authority

**2311.4.4.4** Financial responsibilities

**2311.4.4.5** Grants Administration

**2311.4.5** Ability To:

**2311.4.5.1** Develop plans and program schedules

**2311.4.5.2** Effectively communicate in oral or written form

**2311.4.5.3** Establish and maintain a harmonious and effective working relationship with staff members, other agencies, and members of the public

**2311.4.5.4** Work independently to resolve problems

**2311.4.5.5** Maintain integrity, honesty, reliability and cooperation

**2311.4.5.6** Adhere to all policies of the Authority

**2311.4.6** Physical Requirements:

# California Fire & Rescue Training Authority

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Maintain physical ability and stamina to meet the essential job functions

**2311.4.7** Licenses:

Possession of the appropriate valid California driver's license required by the State of California to perform the duties of the position.

**2311.5** Experience and Education:

**2311.5.1** Experience:

Any combination of training and experience that would provide an opportunity to acquire the knowledge and abilities listed. Typically, two years of administrative, operational or management experience in a professional fire and rescue agency including planning and development of administrative or operational procedures/policies, training curriculum development, and program analysis in areas of emergency services response.

**2311.5.2** Education:

Academic course work and training which would provide the opportunity to acquire the knowledge and abilities listed. Normally, academic course work and training in public administration, business administration, or fire science would provide such opportunity.