

California Fire & Rescue Training Authority

POLICY HANDBOOK

POLICY TITLE: Executive Director
POLICY NUMBER: 2310

Issue Date: 4/2/2008
Revised: 9/19/2019

2310.1 General Job Description

The Executive Director is appointed and directed by the collective action of the California Fire & Rescue Training Authority (Authority) Governing Council (Council) to supervise the operations of the Authority in compliance with Council policies and legislative mandates. Under Council direction, the Executive Director serves as the principal administrative officer for the Authority; plans, directs, reviews, and manages Authority activities and operations encompassing a wide range of emergency medical services and fire and rescue training related functions; assures Authority compliance with and enforcement of applicable Federal, State, and local laws, ordinances, and codes; and manages and supervises staff. The Executive Director's duties are administrative/managerial in nature, and he/she performs work that is very complex, with broad authority for overseeing the day-to-day operations of the Authority as well as responsibility for Authority strategic planning and goal setting. The Executive Director has extensive contact with public officials, State/Federal/local agencies, other public/private organizations and the general public. He/she exercises a high level of independent authority, working from broad policies to achieve objectives critical to the Authority's mission.

2310.2 Essential Duties

- 2310.2.1** Oversees and directs, individually and/or through subordinate managers and supervisors, all services, activities, operations, and administrative tasks of the Authority in conformance with Council policy and legislative mandates.
- 2310.2.2** Develops, plans, and implements Authority goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of Authority trainings and other work products through oversight, quality control, and related activities.
- 2310.2.3** Selects, trains, and motivates personnel; holds subordinate officers accountable for the enforcement of rules, regulations, orders, procedures, policies, and employment agreements; evaluates the performance of subordinate management staff; disciplines and discharges personnel; effectively uses the chain of command, organizational structure, and delegation of authority and responsibility.
- 2310.2.4** Consults and advises in an honest, and tactful manner; promotes a harmonious and effective working relationship with the Council and with personnel; is responsive and acts professionally in contact with customers, members of the public, and community groups; investigates complaints by customers, personnel, and members of the public and takes appropriate action.

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- 2310.2.5** Assists the designated Council Clerk in directing the preparation of an agenda for regular and special Council meetings and Notice of Public Hearings; attends regular and special Council meetings and provides background information and research data to the Council through personnel and/or subordinate staff reports on plans, proposals, alternatives, and recommendations on agenda presentation items.
- 2310.2.6** Conducts and/or participates in work meetings with a wide variety of individuals; utilizes leadership, management, and interpersonal skills in reaching decisions, formulating recommendations, and in the negotiation/resolution of sensitive, significant, controversial, and other competing issues.
- 2310.2.7** Explains, justifies, defends and promotes Authority programs, policies, and activities; may personally represent the Authority to the Legislature, special interest groups and appropriate officers of the local, state, and federal government as well as the general public; may also serve as the primary Authority spokesperson with the news media.
- 2310.2.8** Administers, directs, and participates in the development of the Authority budget; analyzes budget data to identify and project resource needs; obtains needed resources; develops strategies to increase Authority funding; develops and monitors grant-funded programs; monitors and approves budget expenditures; and ensures the Authority is not over budget.

2310.3 Required Qualifications.

The Executive Director must possess the following qualifications:

- 2310.3.1** Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in fire science, public administration, business or personnel management, or other closely related/allied field.
- 2310.3.2** He/she shall have at least five years' experience in an increasingly responsible public agency management position, preferably related to fire and rescue, law enforcement, or emergency services.
- 2310.3.4** He/she shall possess a valid California driver's license.

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2310.4 Required Knowledge, Skills & Abilities:

- 2310.4.1 Principles and practices of modern public administration including planning, organizing, staffing, leading, and controlling.
- 2310.4.2 Principles and practices of human resources management, supervision, and training.
- 2310.4.3 Research methods; report writing techniques; statistical concepts and methods; principles and techniques of project management.
- 2310.4.4 Principles and practices of annual budget preparation and long-term revenue/outlay plans,
- 2310.4.5 Ability to meet and serve the public courteously and efficiently.
- 2310.4.6 Knowledge of fire, rescue, urban search and rescue, swiftwater, flood, and emergency medical services technology and training practices, processes, and props.
- 2310.4.7 Willingness and ability to travel statewide and nationwide by car or commercial aviation for meetings.