



Position Title:	Program Manager, Fire Sciences	Job Code:	0705CT0E
Reports To:	Director, School of Justice	Job Group:	PEC
Department:	Fire Sciences	Salary Grade:	18
Prepared By/Date:	Jennifer Brito/06-09-2009	FLSA Status:	Exempt
Approved By/Date:	Hector Garcia/10-19-2011		
Revised:	Donna French/10-13-2011		

Summary:

Responsible for managing and coordinating all training and educational programs offered by the Fire Science Program (offerings may be for college degree, vocational credit or special packages for continuing education and job advancement credit). The training/educational packages include, but are not limited to Basic Firefighting (Minimum Standards for Firefighter I-II), Shipboard Firefighting, Fire Inspection, Hazardous Materials, Fire Instructor Training, and Fire Officer Training.

Essential Duties and Responsibilities:

- Develops yearly training schedules and course offerings for all aspects of the program; works in cooperation with all the municipal fire and rescue departments of Miami-Dade County as well as with counterparts within the Miami-Dade Community College System
- Identifies and recommends adjunct instructors to the Director
- Oversees and manages fiscal department personnel in excess of 60 employees, facilities, and equipment budget
- Works cooperatively with local and state fire service agencies
- Monitors compliance of curriculum/programs/courses with State certification standards
- Schedules the maintenance and repair of facilities and equipment, as well as maintaining an accurate inventory
- Monitors equipment and supply needs and prepares on-line requisitions accordingly
- Serves on Campus and College-wide Committees
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of fire science education methodologies
- Knowledge of college educational philosophy and top management administrative practices and procedures
- Excellent oral and written communication skills
- Ability to read, analyze, and interpret common professional and technical journals, financial reports, and legal documents
- Ability to think, reason, and make sound judgments on how responsibilities are completed in compliance with college standards and guidelines
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work a flexible schedule that include evening and weekend assignments both on and off campus
- Ability to work effectively, courteously and agreeably in a multi-ethnic and multi-cultural environment with students, faculty, staff, and community groups

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.