



Lake Ozark Fire Protection District

Job Announcement

Deputy Chief – Professional Development

External Job Announcement: Deputy Chief of Professional Development

Position Title: Deputy Chief of Professional Development

Department: Lake Ozark Fire Protection District

Reports To: Fire Chief

FLSA Status: Exempt

Position Type: Full-time (40 hours per week)

Position Summary:

The Lake Ozark Fire Protection District is seeking qualified internal candidates for the Deputy Chief of Professional Development position. This role is crucial in overseeing the development, implementation, and management of training and professional development programs for all fire district personnel. The Deputy Chief ensures that staff are well-trained, certified, and prepared to perform their duties safely and effectively. This position collaborates closely with the Fire Chief and other command staff to support the district's mission, vision, and goals.

Essential Duties and Responsibilities:

- Develop, implement, and manage comprehensive training programs for all fire district personnel, including firefighters, EMS staff, and support staff.
- Ensure all training programs meet or exceed local, state, and federal standards and regulations.
- Develop content based on district SOGs and policies, utilizing online learning and direct delivery methods.
- Assist in developing SOGs and policies for various divisions of the Fire District.
- Coordinate and conduct regular training sessions, drills, and exercises to maintain and improve staff proficiency.
- Coordinate and conduct mutual aid training programs with lake area partners.
- Oversee all staff certification and recertification processes, ensuring compliance with relevant standards.
- Develop and manage a professional development program to enhance employee career growth and skills.
- Identify training needs with other command staff and develop appropriate solutions.
- Maintain accurate records of all training activities, certifications, and professional development initiatives.
- Evaluate the effectiveness of training programs and make necessary adjustments to improve outcomes.
- Prepare and manage the budget for training and professional development activities.
- Represent the Lake Ozark Fire Protection District at training and professional development meetings, conferences, and seminars.
- Oversee Training Center facilities maintenance and coordinate with district personnel to resolve repairs and upkeep.
- Prepare specifications for various equipment related to training operations for competitive bidding.

- Stay current with industry best practices, emerging trends, and new technologies in fire service training and professional development.
- Represent the Fire District at various organizational meetings and civic events to promote safety, health issues, and community engagement.
- Perform other duties as assigned by the Fire Chief.

Qualifications:

- Minimum of 7 years of progressively responsible experience in the fire service, including significant experience in training and professional development.
- Preferred: Bachelor's or Master's in Fire Science, Emergency Management, Public Administration, or a related field.
- Preferred: Fire Officer I & Fire Officer II
- Certification as a Fire Service Instructor I by the State of Missouri or through reciprocity. Fire Service Instructor II certification must be obtained within six months of hire and maintained throughout employment.
- NFPA 1403 Live Fire Instructor certification.
- Missouri Hazardous Material Awareness and Operations certification.
- Missouri Paramedic License or EMT certification.
- NIMS 100, 200, 300, 400, 700, and 800 certifications.
- Missouri Firefighter I and II certifications.
- CPR/BLS certification.
- Strong knowledge of local, state, and federal fire service training standards and regulations.
- Excellent leadership, organizational, and communication skills.
- Ability to develop and manage budgets.
- Proficient in the use of computer software related to training and record-keeping.
- Valid driver's license with a clean driving record.

Physical Requirements:

- Ability to perform physically demanding tasks in various environmental conditions.
- Capable of wearing personal protective equipment and participating in hands-on training exercises.
- Ability to lift and carry heavy equipment and materials as necessary.

Work Environment:

- Primarily office-based with frequent travel to training sites and other locations as required.
- May be required to work evenings, weekends, and holidays as necessary.

Application Process:

Qualified internal candidates are invited to submit their resume and cover letter to Michelle. The application deadline is August 27th, 2024. Don't hesitate to contact Chief Roberts or Michelle for any questions regarding the position.