



MONTANA
STATE UNIVERSITY

EXTENSION

Position
Announcement

MSU Extension Personnel

309 Culbertson Hall
P.O. Box 172230
Bozeman, MT 59717-2230
Tel (406) 994-1752
<http://www.msuextension.org>

Regional Fire/Rescue Training Manager

Twelve month position – 1.0 FTE - North Central Region, Montana
Montana State University Extension - Fire Services Training School
Location: North Central Montana

A rare opportunity to live and work in an unspoiled, uncrowded, spectacular place. Montana - “the last best place” is seeking applicants for the position of Fire/Rescue Trainer for the Fire Services Training School.

The Regional Fire/Rescue Training Manager is the primary state level position, responsible for the professional development of local governments' fire and rescue services within the region. The incumbent provides training services directly and indirectly to ensure that fire/rescue providers meet standards of competence. The incumbent: assesses needs and provides training services (directly and indirectly through subordinates and volunteers) to ensure that fire/rescue providers (firefighters to CEO's) meet standards of competence; contributes to the development of comprehensive fire service training curriculum to meet the current and evolving community needs and certifications standards, coaches and mentors other fire service leaders; develops the strategic, tactical, and technical skills of fire/rescue service members and trainers; oversees the management of training services including supervising staff, contractors and volunteers, marketing the program, evaluating trainers and trainees and performing other duties as necessary to ensure that fire and rescue organizations are successful. Will supervise other trainers and contract professionals. This position requires extensive travel throughout the state, and handling and operating a variety of demonstration and educational equipment. The individual in this position will be required to obtain a Commercial Driver's License (for tractor trailer vehicles) within 90 days of employment, in order to drive tractor trailer props on highways.

REQUIRED QUALIFICATIONS:

- Ability to develop productive relationships with customers and organizations.
- Capable of performing all the skills required for Fire Fighter and Fire Officer
- Experience with diverse fire service organizations
- Knowledge of the national professional qualifications standards for the fire service
- Knowledge of curriculum development, and a variety of teaching methodologies, including simulation and performance-based training and testing
- Ability to conduct needs assessments
- Experience preparing written technical materials and applying technical documents to educational situations
- Skill in the use of computers, including word processing and database skills
- Demonstrated success in emergency service

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Making a difference in Montana

MSU Extension is an ADA/EO/AA/Veteran's Preference Employer and Provider of Educational Outreach.

PREFERRED QUALIFICATIONS:

- Fire & Rescue related Bachelor's degree or a degree in Public Administration, Business Administration, Education, or closely related field
- Experience as a fire officer in career and volunteer departments
- Experience with performance based training systems and coaching
- Experience in fire investigation, code enforcement, emergency medical, hazardous materials and wildfires
- Certification as an EMT or Paramedic

The successful candidate will be innovative, creative and have high energy; be able to communicate effectively, both verbally and in writing; be able to establish and maintain rapport with diverse constituencies and facilitate group processes and gain consensus; and network with appropriate individuals in the fire service.

CONDITIONS AND BENEFITS: This position will be a professional position with Montana State University. Benefits include TIAA-CREF, coverage for health and life insurance, Social Security, Worker's Compensation and Unemployment Insurance.

GENERAL INFORMATION: This position is administratively responsible to the Director of the MSU Extension Fire Services Training School. For further specific information regarding the position responsibilities, please contact:

Seldon S. Weedon, Director
MSU ES Fire Services Training School
750 6th Street SW, Suite 205
Great Falls, MT 59406

Phone: (406) 771-4328
e-mail: bweedon@montana.edu
<http://www.montana.edu/wwwfire>

APPLICATION PROCEDURE: Applicants must submit (may be submitted electronically): a) a letter of application that addresses each qualification listed above, b) resume, c), names, addresses and phone numbers of three professional references, and d) a completed supplemental questionnaire (attached) to:

Julie Heard, Personnel Associate
Montana State University Extension
309 Culbertson Hall
PO Box 172230
Bozeman, MT 59717-2230

Phone: (406) 994-1752
FAX: (406) 994-1756
e-mail: julia.heard@montana.edu
<http://www.msuextension.org>

Screening of applications begins **September 15, 2009** and will continue until a suitable candidate is hired.

ADA/EO/AA/VETERAN'S PREFERENCE: In compliance with the Montana Veteran's Employment Preference Act, MSU provides preference in employment to veterans, disabled veterans, and certain eligible relatives of veterans. MSU makes accommodation for any known disability that may interfere with an applicant's ability to compete in the hiring process or an employee's ability to perform the duties of the job. To claim veteran's preference or request accommodation, contact Human Resources/Affirmative Action, Hamilton Hall, MSU, Bozeman MT 59717-2430; 406-994-2042. MSU's Affirmative Action Non-Discrimination Policy and Procedures are on the Web at www2.montana.edu/policy/affirmative_action/.

MSU encourages applications from women and minorities.

Making a difference in Montana

FIRE/RESCUE TRAINING MANAGER SUPPLEMENTAL QUESTIONNAIRE

Please type or print your response. Use no more than a single sheet of paper for each response.

1. Describe your experience, specifying career or volunteer, with fire service organizations. List your duties and responsibilities, percent of time doing each and dates performed. Include only the last ten years, the name of your immediate supervisor(s), and a current phone number for each.
2. Describe your experience and education related to delivering or supervising training programs and doing curriculum development. Include only the last ten years, the name of your immediate supervisor(s) and a current phone number for each.
3. Describe your leadership experience and training. Include only the last fifteen years, the name of your immediate supervisor(s) and a current phone number for each.
4. Describe your three most significant accomplishments during the last five years and explain why they are important. Include the name of your immediate supervisor(s) and a current phone number for each.

As stated above, please submit (may be submitted electronically): a) a letter of application that addresses each qualification listed above, b) resume, c) names, addresses and phone numbers of three professional references, and d) a completed supplemental questionnaire to:

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