



**MONTANA**  
STATE UNIVERSITY

EXTENSION

**Position**  
*Announcement*

## MSU Extension Personnel

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

Title: **Director, Fire Services Training School**  
Location: Great Falls, Montana  
Start Date: April 1, 2012, negotiable  
Salary Range: \$70,000-\$85,000, DOE, DOQ

Montana State University Extension Fire Services Training School seeks a dynamic and innovative individual for the position of Director. The Director of the MSU Extension Fire Services Training School provides critical leadership to assure the fulfillment of all responsibilities for the curriculum development, training of fire and emergency responders and certification of related knowledge and skill levels for the state. The Director provides leadership, promotes the vision, mission, and values of the agency, develops and maintains long range plans, seeks financial support, manages the FSTS budget, guides the development of new training programs, and represents the FSTS to the various constituencies in the University, legislature, State and Nation.

***Duties include: Direct and manage the day-to-day operations of the Montana State University Extension Fire Services Training School (MSUES FSTS).*** This entails the direct supervision of first tier staff and indirectly, all staff of FSTS. Establish administrative policies and procedures to be used by FSTS staff in the performance of its mission and the delivery of services.

***In collaboration with the FSTS Advisory Council, and consistent with Extension and University policies, develop goals and strategies and implement to ensure the achievement of the FSTS mission, as well as ensure the long term viability of the program.*** This includes the review, evaluation and projection of activities related to the mission, and determining appropriate goals and strategies to achieve them. As part of this, the position is responsible for maintaining the current funding sources, as well as seeking new funding sources and opportunities to provide for existing and future budget needs. The Director is responsible for maintaining a balanced budget. In collaboration with the advisory council, will provide leadership in identifying new programs, courses, and services for the MSUES FSTS, including assigning responsibilities to appropriate staff, leading strategic planning for the organization and participating in the processes designed to ensure that the FSTS provides training for the Montana fire service as prescribed by legislation.

***Maintain the capabilities of the FSTS in providing current competency-based curriculum.*** This encompasses the oversight of the regional managers and trainers and their respective program areas. A standard process must be maintained to review and evaluate curriculum to ensure it meets the constituent base's training needs and is compliant with current applicable standards and regulations.

***Ensure the availability and delivery of needs-based training for the state's fire service and emergency responders, keeping abreast of and using appropriate technology to provide training.*** This entails the management of costs to assure that all programming is cost accessible to our constituents, and that there is an adequate delivery mechanism in place to handle and deliver training as requested.

***Coordinate FSTS program activities with other University departments and with outside agencies.***

***Participate in and contribute to state, regional, and national professional fire service training organizations as appropriate.***

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***Making a difference in Montana***

**Serve as a point of contact/liaison with governmental, public, state and local organizations, university departments, and constituents.** Perform public relation duties and providing technical answers and assistance to all entities related to the mission of the FSTS. This includes: maintaining working relationships with related state agencies; working with and participating in fire service related organizations; meeting and working with elected officials; and, building relationships within the University/Extension.

**Promote and market the program to assure the program maintains a pre-eminence as a recognized fire & emergency management training program meeting our constituents current and future needs.** Attend functions and explore new venues for training opportunities. Seek ways to expand and develop the program to meet fire and emergency service training needs and comply with national standards.

**Administer the affairs of the FSTS in accordance with good business practices and within Extension's and the University's policies and procedures.** Maintain a positive work environment. Analyze work requirements and determine appropriate staffing mix, equipment, facilities, and funding resources needed to accomplish objectives. Recruit professional employees and make recommendations for employment to the Vice President of External Relations and Director of Extension. Maintain the quality and relevancy of programs, courses, conferences, workshops and seminars offered statewide. Responsible for the effective development and/or revision of curriculum.

**Ensure appropriate administrative support for FSTS activities are provided. Prepare reports, summaries, and analyses as requested. Assure compliance with civil rights and affirmative action policies.**

**Maintain high ethical standards within the FSTS.**

**This position, at times, requires night and weekend work.** The position also requires extensive reading, frequent travel throughout the state of Montana, and travel to and from programs. Persons in this position may periodically participate in live fire training exercises. In addition, this position requires using a variety of teaching methods, and handling and operating a variety of demonstration and educational equipment.

**Required qualifications:**

- Bachelor's degree (Masters preferred) in Business Administration, Adult Education, Fire Service Administration, or related area.
- Demonstrated excellent leadership experience with a major segment of the fire service, fire service training, or management.
- Demonstrated ability and successful experience as an instructor in emergency service provider activities, including, but not limited to, firefighting, hazardous materials or fire-based EMS.
- Demonstrated extensive knowledge of fire service training practices and educational methodologies.
- Demonstrated ability to plan, organize, execute, evaluate, and improve the quality of major activities which involve significant resources, employees, and external constituencies including people in the public and private sector, and elected and appointed public officials and personnel.
- Demonstrated ability managing conflict and successfully managing difficult conversations.

**Preferred Qualifications:**

- Experience and established reputation in, and knowledge of, local, regional, or national components of the fire service.
- Experience in the environment of a university-based fire training program, or similar activity.
- Experience in national standards development process, e.g., NFPA, and administration of standards-oriented certification programs.
- Demonstrated abilities of leadership, innovation, organization, finance, and management; preferably in subject areas related to fire training.

The successful candidate will possess: Demonstrated ability to work with other persons internal and external to the organization. The ideal candidate will have the ability to: plan strategically; transform vision, goals and objectives into accountable results; work creatively, proactively and collaboratively with a range of constituents; and maintain high standards of personal and professional conduct. In addition, the ideal candidate will communicate effectively, with excellent public speaking and organizational skills; will make sound, responsible and timely decisions based on issue assessment, experience and good judgment; is committed to successful outcomes; has perseverance and drive to handle difficult situations; is organized and prepared; and brings a professional attitude to all duties. Will also have: a high degree of initiative, self-direction, decision making and organizational skills, with demonstrated ability to develop and maintain positive relations with employees, supervisors and customers.

**Additional Requirement:** In accordance with MSU policy, hiring will be conditional upon successful completion of a pre-employment background check.

**CONDITIONS & BENEFITS:** This appointment includes participation in TIAA-CREF, coverage for health and life insurance, Social Security, Workers' Compensation and Unemployment Compensation.

**GENERAL INFORMATION:** This position is administratively responsible to the Vice President for External Affairs and Director of Extension. For further specific information regarding the position responsibilities, please contact

Dan Clark, Search Chair  
Local Government Center  
MSU Extension  
PO Box 170535  
Bozeman, MT 59717-0535

Phone: (406) 994-7756  
Email: [daniel.clark@montana.edu](mailto:daniel.clark@montana.edu)

**APPLICATION PROCEDURE:** To apply, submit **(a) letter of application addressing, in detail, each qualification listed for position and how you meet that qualification; (b) current resume; (c) names, addresses and phone numbers of five professional references; and (e) criminal information sheet and advertising tracking form located on website <http://msuextension.org>** to:

Mary Fran San Soucie, HR Coordinator  
MSU Extension Service  
P.O. Box 172230  
Bozeman, MT 59717-2230

Phone (406) 994-6648  
FAX (406) 994-1756  
E-mail: [maryfran@montana.edu](mailto:maryfran@montana.edu)

**Application Deadline: Screening of applications begins January 20, 2012, and will continue until a suitable candidate is found.**

**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/](http://www2.montana.edu/policy/affirmative_action/).