



Position:	Training Director
Supervisor:	ACFPC Chairperson or their designee
Status:	Independent Contractor
Term:	None, See contract
Revision Date:	November 2024

Job Summary:

This independent contractor opportunity serves the Anoka County Fire Protection Council, a joint-powers-agreement (“JPA”) made up of sixteen fire departments and their respective cities. The Training Director is responsible for the facilitation of new firefighter training (“The Anoka County Fire Training Academy”) in addition to training courses desired by the ACFPC.

Scope of Responsibility:

This position reports to the ACFPC Chairperson and may be advised by the Training Committee Chairperson. The Training Director is responsible for facilitating the existing multi-jurisdictional new firefighter training academy as well as ad-hoc training courses as desired by the ACFPC.

The contractor shall be paid hourly in accordance with the contract and is anticipated to work an average of 24 hours per week. The drafted contract is at an hourly rate of \$60.00USD

Essential Duties and Responsibilities:

1. Oversee the mission and vision of the Anoka County Fire Training Academy.
2. Provides vision and direction to ACFPC related to common training practices and strategies.
3. Facilitates and makes recommendations on the hiring of contractors to conduct the Anoka County Fire Training Academy or applicable courses.
4. Prepares and presents Anoka County specific classes at the ACFTA including but not limited to orientation.
5. Create class schedules, coordinate locations and instructors, and record attendance for applicable courses.
6. Prepares and coordinates the ACFTA graduation ceremonies.
7. Manage students’ progress through applicable coursework and communicates with the various Fire Departments when necessary.
8. Makes report to the Training Committee of the ACPFC and the Chairperson.
9. Manages a supplied budget for the ordering of training materials related to the ACFTA.
10. Evaluates instructors and reviews class evaluations to enhance or improve the ACFTA.

Minimum Qualifications:

1. Experience instructing NFPA 1001 coursework in an adult-learning environment.
2. Must be able to work remotely and reliably provide the responsibilities above.
3. Must be able to prepare and manage a budget.
4. Must be able to communicate effectively amongst diverse demographics.
5. Demonstrated familiarity with new firefighter training academies
6. Demonstrated familiarity with MFSCB certification testing
7. Demonstrated familiarity with online learning management systems, and;
8. Demonstrated familiarity with MBFTE reimbursement guidelines.

Desired Qualifications:

1. Experience working within or for an Anoka County Fire Department
2. Experience coordinating multi-jurisdictional training programs or learning environments.
3. MFSCB Instructor II, Live-Burn-Instructor In-Charge, MBFTE Qualified Instructor

Physical Demands & Working Conditions:

Work is performed as an independent contractor and the contractor is responsible for their work environment. Expected work is moderate duty with ability to lift, carry or push up to 60 pounds.

EEO/ADAAA

The Anoka County Fire Protection Council will not discriminate against or harass any contractor or applicant for employment because of race, color, creed, religion, sex, national origin, marital status, status with regard to public assistance, disability, age, or sexual orientation.

Core Competencies and Abilities:

Quality of Work

- Maintains a high level of accuracy and attention to detail.
- Demonstrates the ability to use resources productively, effectively, and efficiently.
- Demonstrates the ability to think proactively, anticipates potential problems, and provides workable solutions and alternatives with a can-do approach.
- Develops and maintains good working knowledge of job responsibilities and prescribed procedures, which facilitates the efficient performance of duties.
- Takes initiative to utilize job knowledge to analyze situations, resolve problems, and reach decisions.

Quantity of Work

- Exhibits good organizational and time management skills. Plans and schedules completion of work accountabilities in order of priority, making the most effective use of time.

- Self-motivated, works independently, and demonstrates willingness to assume new and challenging assignments.
- Demonstrates ability to work well under pressure, utilizing resources effectively.

Professional Conduct/Integrity

- Demonstrates knowledge and actions consistent with the ACFPC's values, code of ethics and conduct.
- Demonstrates high moral principles and professional standards with others through truthfulness and sincerity, and makes ethical decisions.
- Shows respect for others' ideas, perspectives, and styles.
- Demonstrates appropriate business etiquette and social skills.

Customer Service

- Provides information, options, and/or solutions to inquiries, concerns, and/or requests from the public in a respectful manner.
- Maintains the ACFPC's reputation of providing a high-level of customer satisfaction.

Communication

- Demonstrates the ability to develop and maintain working relationships to produce results, and a work environment that builds rapport and trust.
- Communicates professionally and effectively with internal and external customers through spoken and written correspondence, including emails.
- Maintains confidentiality.
- Listens well and respects differing viewpoints.
- Contributes knowledge, experience, and feedback appropriately to others.

Accountability and Dependability

- Adheres to all ACFPC policies and procedures.
- Competently performs all required job duties.