City of North Charleston
Vacancy Notice

Position: Accreditation Manager
Department: Fire
Pay Grade: 116 ($63,844 - $95,766)

GENERAL STATEMENT OF POSITION
Under limited supervision the Accreditation Manager is considered a facilitator and coordinator to assist agency personnel in complying with the professional standards mandated by Center for Public Safety Education (CPSE) and the Commission on Fire Accreditation International (CFAI). Reports to the Fire Chief or his/her designee. Position may be sworn or nonsworn. *Full Job Description Attached.

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:
Requires an associate degree Public Administration, Business, or related field of study, supplemented three years of experience or equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must be able to have basic computer skills.

Posted: 07/21/2023

Deadline: 08/24/2023

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources
City of North Charleston  
South Carolina  
An Equal Opportunity Employer  

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>ACCREDITATION MANAGER</th>
<th>Job Code:</th>
<th>009</th>
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<td>Core Comp Group</td>
<td>ADMINISTRATIVE</td>
<td>FLSA:</td>
<td>NON-EXEMPT</td>
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<td>Pay Grade:</td>
<td>116</td>
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<td>Effective Date</td>
<td>07/19/2023</td>
<td>Revision A: Risk</td>
<td>LHM 07/19/2023</td>
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<td>Revision B:</td>
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<td>Revision C:</td>
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<td>FOR DEPARTMENTAL/OFFICE USE ONLY</td>
<td>Dept.</td>
<td>Fire</td>
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<td>Location:</td>
<td>Fire</td>
<td>EM Status:</td>
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<td>Reports To:</td>
<td>Deputy Chief - Administration</td>
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Summary Objective  
Under limited supervision the Accreditation Manager is considered a facilitator and coordinator to assist agency personnel in complying with the professional standards mandated by Center for Public Safety Education (CPSE) and the Commission on Fire Accreditation International (CFAI). Reports to the Fire Chief or his/her designee. Position may be sworn or nonsworn.

ESSENTIAL DUTIES AND RESPONSIBILITIES  
- Coordinating the department's self-assessment and other preparations made in advance of initial or renewal of accreditation.
- Communicate with CPSE staff to discuss policies, procedures, and other matters pertaining to evaluation and accreditation.
- Assist in follow up studies resulting from the evaluation process and provide notification to CFAI of substantive changes and program development.
- Ensure all standard files contain all necessary and proper proofs of compliance.
- Draft new or revise written directives or assign writing projects to subject matter experts or supervisors to achieve accreditation objectives.
- Ensure revisions of all departmental written directives are following accreditation standards.
- Maintain master and archive files for agency written directives.
- Keep the Fire Chief updated on the department’s accreditation status.
- Train department personnel in the process of discovering and identifying required information, and the method in which to prepare their responses.
- Assist any department personnel with accreditation related questions or activities.
- Ensure CFAI standards and all revisions are complied with as soon as possible.
- Properly prepare and submit the required CFAI Annual Report.
- Gather, organize, and edit written documents in an easily accessible, consistently flowing manner.
- Continuously ensure the department continues to adhere to all accreditation standards.
- Keep abreast of the latest developments in the accreditation process by attending CFAI Commission meetings.
- Conduct random, unannounced inspections of agency personnel, and facilities for the purpose of assessing compliance with accreditation standards.
- Be available on site for evaluations by peer assessors with CFAI; and
Minimum Education and Experience Requirements
Requires an associate degree Public Administration, Business, or related field of study, supplemented three years of experience or equivalent combination of education, training and experience that provides the required knowledge, skills, and abilities. Must be able to have basic computer skills.

Knowledge, Skills, and Abilities
- Knowledge of the methods, procedures, and policies of the City as they pertain to the performance of duties of the Accreditation Manager.
- Knowledge of the functions and interrelationships of City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of the concepts and principles of business procedures as related to the specific duties of the job.
- Ability to display excellent data processing, customer service and interpersonal skills.
- Ability to handle required mathematical calculations.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of modern office practices and technology; has skill in the use of computers for word and data processing.
- Ability to use and maintain a variety of office equipment.
- Ability to read and interpret complex materials pertaining to the responsibilities of the job.
- Ability to assemble information and make written reports and records in a concise, clear, and effective manner.
- Knowledge of the terminology and various professional languages used within the department.
- Knowledge of proper English usage, punctuation, spelling, and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful, and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City’s expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the city.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals, and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Physical Demands
Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.
Tasks involve the ability to exert light physical effort in light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight. Tasks may involve extended periods of time at a keyboard or workstation.

This class description does not constitute an employment agreement between the City of North Charleston and an employee and is subject to change as its needs change.

ACCREDITATION MANAGER
Unavoidable Hazards (Work Environment)
Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.
- None

Special Certifications and Licenses
- Valid South Carolina Driver's License
- Successful completion of CFAI "Self-Assessment Workshop" Course.
- Successful completion of CFAI "Standards of Response Coverage (SOC)"
- Workshop - Basic" Course.
- Successful completion of CFAI "Peer Assessor Workshop" Course.
- Optional completion of CFAI "Standards of Response Coverage (SOC)"
- Workshop - Advanced" Course.

Americans with Disabilities Act Compliance
The City of North Charleston is an Equal Opportunity Employer. ADA requires the city to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends, and holidays to meet the business needs of the city.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions
It is the responsibility of each employee to comply with established policies, procedures, and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.