



Job Title	CMCB Coordinator	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	6	Job Code	14392

Class Specification – CMCB Coordinator

Summary Statement:
 The purpose of this position is to provide oversight and administration of the Colorado Metropolitan Certification Board’s (CMCB) certification and testing process including development and implementation of new certification standards, testing materials and test development in support of accreditation with the National Board of Fire Service Professional Qualifications. Performs oversight and maintenance of all testing materials and serves as subject matter expert. Manages CMCB’s accounts for all funds related to CMCB operational expenses and funds generated from certification costs.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Development of tests in compliance with CMCB. Maintain security of tests, test banks, and testing records in compliance with CMCB policies and procedures, including test validation and appeal process
20%	Oversight of scheduling of Board meetings and coordination of special activities with outside agencies, agenda related documentation and compliance with board rules and policies and procedures.
20%	Development and submittal of annual re-accreditation application, coordination of site visits with Committee on Accreditation auditors, and preparation of audit documentation.
20%	Accounting for all funds related to CMB+CB operational expenses generated from certification costs. Record keeping of all certifications and primary contact with Pro Board
5%	Maintain and update software, computer equipment, and website

Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.



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Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to completion of the twelfth grade (high school diploma or GED).

Experience: Three years of full-time administrative, secretarial, and/or clerical accounting experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department.



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Physical Demands: Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2017