

**TRAINING AND ADMINISTRATIVE OFFICER
STUDY GUIDE**

A written examination for the class of **TRAINING AND ADMINISTRATIVE OFFICER** to be administered in **BENTON F.P.D. NO. 4** on **JUNE 2, 2008**, will consist of approximately 112 multiple-choice questions. The examination will test your knowledge in the following subject areas:

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>TRAINING</p> <p>Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor; and supervising employees during training.</p>	33.0%
<p>PRE-FIRE PLANNING AND INVESTIGATION</p> <p>Knowledge of fire prevention and investigation procedures, sufficient to collect information for pre-fire planning; to assist in fire investigations; and testify in court.</p>	9.8%
<p>SAFETY</p> <p>Knowledge of the procedures to eliminate hazards or to minimize risk and prevent accidents and injuries in the performance of fire department tasks in order to develop and implement a safety program.</p>	9.8%
<p>ADMINISTRATIVE SUPPORT</p> <p>Knowledge of the principles of effective fire administration including management theory, planning, research, inspections, and personnel management in order to provide administrative assistance and support in the daily operations of the fire department.</p>	13.4%
<p>MANAGEMENT OF EQUIPMENT/PROPERTY/SUPPLIES</p> <p>Knowledge of the management of equipment, property, and supplies for the department, including overseeing the general care and maintenance of property and equipment; and of the procedures for ordering and purchasing equipment and supplies, including the preparation of specifications on new equipment for public bids.</p>	7.1%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<p>FINANCIAL MANAGEMENT</p> <p>Knowledge of the financial management and planning processes of a public agency, including bookkeeping procedures, budget preparation, and overseeing the expenditure of budgeted funds.</p>	7.1%
<p>RECORDS/REPORTS/CORRESPONDENCE</p> <p>Knowledge of effective records-keeping practices, including preparation and content; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.</p>	9.8%
<p>PUBLIC RELATIONS</p> <p>Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public.</p>	9.8%

REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

PRIMARY REFERENCE MATERIAL

INTERNATIONAL FIRE SERVICE TRAINING ASSOCIATION (IFSTA)/ FIRE PROTECTION PUBLICATIONS (Training Manuals):

- Fire and Emergency Services Instructor, 6th ed., 1999.
- Fire and Life Safety Educator, 2nd ed., 1997.
- Respiratory Protection for Fire and Emergency Services, 1st ed., 2002.
- Introduction to Fire Origin and Cause, 3rd ed., 2005.
- Essentials of Firefighting, 4th ed., 1998.

EFFECTIVE SUPERVISORY PRACTICES, International City Management Association (ICMA), 1120 G Street, N.W., Washington, D.C. 20005, 4th ed., 2005.

NOTE: Obtain through LSU Firemen Training Program or IFSTA Fire Protection Publications.

MANAGEMENT POLICIES IN LOCAL GOVERNMENT FINANCE, International City/County Management Association (ICMA), 777 N. Capitol Street NE, Suite 500, Washington, D.C., 20002-4201, 5th ed., 2004.

KIRK'S FIRE INVESTIGATION, Brady, A Prentice-Hall Division, Englewood Cliffs, New Jersey, 07632, 5th ed., 2002.

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) PUBLICATIONS AND STANDARDS:

MANAGEMENT IN THE FIRE SERVICE, Carter, Harry R., and Rausch, Erwin, NFPA, Quincy Mass., 3rd ed., 1999.

ADVANCED SUPERVISORY PRACTICES, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

OCCUPATIONAL SAFETY AND HEALTH IN THE EMERGENCY SERVICES, Angle, James, Delmar Publishers, 3 Columbia Circle, Box 15015, Albany, NY 12212-5015, 1999.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.