

JOB DESCRIPTION

POSITION: Fire Chief
CLASSIFICATION: Public Safety
POSITION RANGE: # 58 – Fire Chief Salary Schedule
REPORTS TO: Board of Directors
FLSA STATUS: Exempt

General Statement of Duties

The fire chief provides administrative direction for all fire district functions, operations, and personnel through the supervision of subordinate staff and review of their activities. Responsibilities include: reviewing the general operation of the department to determine efficiency; providing direction on major projects or problem areas; developing and implementing policies and procedures; administration of the merit system; administration of the labor relations program; and providing policy guidance. In addition, the fire chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the district.

The fire chief is appointed by the board of directors. The fire chief receives general supervision from the board of directors, who reviews work on the basis of overall results achieved. The fire chief may consult with the board of directors on problems relating to policy planning, but works independently in supervising the overall technical operations and responsible for the proper administration of all affairs of the fire district.

Representative Duties (Illustrative Only)

Establishes and maintains effective working relationships with staff, board directors, community organizations, other agencies and the general public. Makes effective verbal and written presentations. Speaks before public groups on the plans, programs, and goals of the fire district. Advises district management and the board of directors of fire district progress. Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.

Plans, organizes and directs a progressive public fire district with several functional areas. Organizes and directs the activities of staff engaged in providing emergency services. Plans, directs, and controls district activities such as: recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and budgeting and control of expenditures. Coordinates fire district activities with other agencies. Plans, organizes, coordinates, prepares, administers, and monitors the fire district budget. Responsible for all personnel matters which includes employment and termination of all district personnel.

Analyzes and resolves operations, procedural and personnel problems. Resolves complex problems involving diverse functional areas. Analyzes information, statistics, and reports on district activities. Develops plans designed to maintain district efficiency and responsiveness. Analyzes fire service needs, as well as the availability of resources, existing programs, and other related factors in developing district programs to meet those needs. Provides direction on major projects or problem areas. Develops and implements policies and procedures applicable to administrative functions, and provides policy guidance.

Minimum Qualifications

- Knowledge of the theories, principles, and practices of effective public administration, with special reference to fire district policies, personnel and budget administration.
- Knowledge of modern management techniques, supervisory, practices and evaluation methods.
- Knowledge of the modern principles and practices of human resources.
- Knowledge of governmental organization management.
- Knowledge of the principles and practices of effective administration with particular attention to short and long range strategic planning.
- Knowledge of the principles and methods of budget presentation and monitoring.
- Knowledge of the activities, objectives, and ideals of fire services, and operations.
- Knowledge of the facilities, equipment and personnel needed to provide fire services and operations.
- Knowledge of the methods, equipment, and materials used in providing fire services.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.
- Ability to organize, and direct the activities of staff engaged in providing optimum fire services.
- Ability to plan, prepare, and administer an annual district budget.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to demonstrate knowledge in administering a labor relations program.
- Ability to develop formal agreements and contracts with other agencies and communities.
- Ability to make effective oral and written presentations.
- Ability to establish and maintain effective working relationships with district staff, elected officials, community organizations, other agencies and the general public.

Required Training and experience

Requires any combination of training, education or experience equivalent to graduation from a four year college or university. With a major in Fire Science, Business Administration, Public Administration or related field, and extensive (5 years plus), progressively responsible, administrative and supervisory experience in fire prevention and suppression work, preferably with a municipal, county or state of fire department or district.

This job specification should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents will follow any other instructions, and perform any other related duties as may be required by the Board of Directors.

