

POSITION DESCRIPTION

Fire Chief / Chief Executive Officer

Basic Function:

Performs executive administrative functions for the overall administration, management, operation, effectiveness, and safety of the agency inclusive of, but not limited to: relationships with stakeholders, contract administration and management, fiscal management, professional development of subordinates, planning, and development and implementation of policy to ensure the effective operation of the department.

Oversees:

Directly supervises chief officers, administrative assistant, and indirectly supervises all members of the agency.

Reports to: Board of Fire Commissioners **NOTE:** This position is executive in nature and is considered **FLSA EXEMPT**.

Primary Responsibilities:

1. Provides leadership to ensure effective operation of all divisions within the department.
2. Serves as liaison between the District and the community, and administers all contracts.
3. Causes department budget to be prepared and administers adopted budget within guidance provided by the Board of Fire Commissioners.
4. Exercises supervision over department personnel; establishes policies, and procedures as necessitated. Provides direct supervision of subordinates, inclusive of professional development. Provides necessary guidance to evoke positive morale.
5. Monitors regulatory requirements for the agency and takes necessary steps to ensure that the agency is in compliance with legal and mandated requirements.
6. Develops long range plans with alternative strategies based on data, history, technological changes, information, and hypothesis.
7. Responsible for all staffing decisions, including, but not limited to, recruiting, hiring, assignment, promotion, scheduling, evaluation, discipline, termination and granting of leaves of absence.
8. Manages fiscal, human and capital resources of the District.

Educational Requirements:

A minimum of Bachelors degree or equivalent education and experience that provides the requisite knowledge, skills and abilities to successfully perform the required skill sets. Masters degree in Public Administration, Personnel Management or related field is desired.

Prior Experience:

A minimum of 10 years progressively responsible experience at the chief officer level in an organization of similar or greater size. Demonstrable ability in personnel management, program and project management, communication skills, research and analysis, fiscal management and supervision.

Knowledge and Skills:

Demonstrable ability to effectively lead and manage others. Ability to demonstrate skills in group dynamics, planning, organizing, and scheduling. Knowledge of current fire service administration principles and techniques. Current and contemporary knowledge of laws and regulations related to firefighter safety. Ability to demonstrate skill in written and oral communications.

Equipment/Mechanical Aids Used:

Working knowledge of fire and emergency life support apparatus and equipment, and office technology.

Working Conditions:

Working conditions are typically in an office or meeting environment. May also include exposure to physically and mentally stressful situations to include: extreme temperatures, contaminated atmospheres, hazardous materials, adverse weather, confined areas, medical trauma and similar conditions related to the emergency scene.

Physical Requirements:

Must pass Department's minimum medical and health standards physical.

Other Requirements:

Must pass District suitability examination, drug testing, and extensive background investigation.