

DIRECTOR OF FIRE AND EMERGENCY RESPONSE

NATURE AND VARIETY OF WORK

This is highly responsible and advanced administrative work in directing and managing the County Fire Department. This is a management-level professional and administrative position involving key responsibility for the protection of lives and property in the County through the supervision of all fire and rescue operations, programs, and services. This work requires the efficient operation and management of the operations, programs, and services within the Department through comprehensive planning, supervision, and training activities designed to prevent fires and to protect the lives and property of County residents. Under the general direction of the Deputy Chief Administrative Officer for Public Safety, fire and rescue related work is performed with extensive latitude for independent action and judgment and is evaluated as it contributes to the efficiency and effectiveness of the Department in the accomplishment of its stated program goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

In consultation with the Deputy Chief Administrative Officer for Public Safety and with the assistance of subordinates, formulates policies and regulations governing activities of the department.

Formulates and prescribes work methods and procedures to be followed by the subordinates; appraises conditions of work in the bureaus and takes necessary steps to improve policy operations.

Coordinates activities between the various volunteer fire companies, all segments of the County career fire and rescue services and the County government.

Maintains an up-to-date evaluation of the levels of fire and rescue services provided to the residents of the county.

Assures optimum departmental activity in the enforcement of fire regulations and in furthering the programs to fire prevention.

Supervises the control and expenditures of departmental appropriations and submits annual budget estimates and accompanying justification and description of needs.

Promotes the planning and conduct of departmental training programs.

Attends meetings with other agencies of the county government and other jurisdictions.

Appears at public gatherings, civic association meetings, conferences, seminars, etc. to represent the fire service.

Willingly and cooperatively performs tasks and duties which many not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of management theories and practices.

Thorough knowledge of the standards by which the quality of fire/rescue service is evaluated and the uses of records and their application to fire/rescue administration.

Thorough knowledge of the types and uses of communication, other electronics used in modern fire/rescue work.

Ability to establish and maintain effective working relationships with other County officials, State and federal authorities, civic leaders and the general public.

Ability to plan, lay out and supervise the work of a large number of subordinates performing varied operations connected with the fire/rescue activities.

Ability to prepare and present effective oral and written information and material relating to fire/rescue activities.

Ability to meet such specific physical, experience and other requirements as may be established by competent authority.

MINIMUM QUALIFICATIONS

Bachelor's degree in fire science, business or public administration, engineering or closely related field. At least five (5) years experience in fire service including management responsibilities; or equivalent combination of education, training and experience which provides the required knowledges, skills and abilities.

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