



Rio Verde Fire District

FIRE CHIEF

Job Description

Classification Responsibilities: The Fire Chief provides administrative direction and leadership for all Fire District functions, operations, and personnel through the supervision of staff and a review of their activities. Responsibilities include: reviewing the general operation of the District to determine efficiency; providing direction on major projects or problem areas; planning for the future; developing and implementing policies and procedures; and providing policy guidance. In addition, the Fire Chief is responsible, for developing recommendations for the protection of life and property in the District. This class is also responsible for performing other related duties as required.

Distinguishing Features: The Fire Chief position has been designated as a non-classified, non-merit system, at-will position. The Fire Chief is appointed by the Board of Directors. This employee receives general supervision from the Board of Directors, who reviews work on the basis of overall results achieved. The Fire Chief works independently in supervising the overall technical operations. This class is FLSA exempt-executive.

Qualifications

Minimum Qualification(s) Required. Graduation from an accredited college or university with a Bachelor's Degree with a major in Fire Science, Public Administration, Management, Business or a related field. Ten plus years of progressively responsible administrative and supervisory experience in fire and life safety education, prevention, and emergency response work.

Special Requirement(s). Must possess a valid Arizona Driver's License.

Preferred/Desirable Qualification(s). It is preferred that the ten plus years of progressively responsible administrative and supervisory experience in fire and life safety education,

prevention, and emergency response work is within a district, municipal, or county fire department.

Essential Functions

Communication: Establishes and maintains effective working relationships with staff, Board officials, community organizations, other fire departments, 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 the Board of Directors on Fire District progress. Responds courteously and tactfully to the public in answering questions, explaining District policies, and handling complaints.

Mental: Attends various meetings and represents the Fire District. Plans, organizes, and directs a progressive public fire service with several functional areas. Organizes and directs the activities of a staff engaged in providing fire and other life safety services. Plans, directs, and controls District activities such as: the recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and budgeting and control of expenditures. Coordinates District activities with other community organizations. Plans, organizes, coordinates, prepares, administers, and monitors the District budget. Analyzes and resolves operational and procedural 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 and leadership. Operates fire vehicles (i.e., automobiles, fire apparatus, and heavy construction equipment), requiring a standard Arizona Driver's License to perform normal and emergency-level firefighting duties.

Knowledge and Abilities:

Knowledge of: the theories, principles, and practices of effective public administration, with special reference to Fire District policies, personnel, and budget administration; modern management techniques, supervisory practices, and evaluation methods; governmental organization and management; the principles and practices of effective administration with particular attention to short-and long-range strategic planning; the principles and methods of budget preparation and monitoring; the activities, objectives, and ideals of fire and life safety services and operations; the facilities, equipment, and personnel needed to provide fire and life safety services and operations; the methods, equipment, and materials used in providing fire and life safety services; and progressive approaches to employee relations programs.

Ability to: plan, organize, lead, and direct a progressive public agency with several functional areas; organize and direct the activities of a staff engaged in providing optimum fire services; plan, prepare, and administer an annual District budget; effectively analyze and resolve

operational and procedural problems; develop formal agreements and contracts with other agencies and communities; make effective oral and written presentations; and establish and maintain effective working relationships with staff, Board officials, community organizations, other agencies and the general public. The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the District as the needs of the District and requirements of the job change.