

CHIEF

Identification

Position Title: Chief of Department
Division: Administration
Immediate Supervisor: Board of Fire Commissioners

Nature of Work:

Serves as the executive and senior command officer of the District, responsible for all administrative and operational functions. Assures the efficient and effective delivery of emergency fire, medical and rescue services primarily using volunteers supported by a fulltime support staff. Provides for the delivery of educational and prevention programs to reduce risks to life, property and community vitality. Provides leadership and administrative direction for Board of Commissioners to establish strategic direction for the organization.

General Criteria:

1. Reports to the Board of Fire Commissioners.
2. Assures compliance consistent with the laws of the State of Washington and the policies of Yakima County Fire Protection District #12. Performs the level of service as directed and authorized by the Board of Fire Commissioners.
3. Supervises and or oversees the functional areas of administrative services, emergency incident readiness and response, equipment management, facilities management, financial management, information management, personnel management, planning services, and public relations under the direction of the Board of Fire Commissioners.
4. Acts as a liaison to local, state, and national agencies and professional associations to maintain knowledge of current fire protection management trends, laws, regulations, and issues.
5. Maintains a well trained volunteer force and career support staff to provide customer service delivery.
6. Manages the implementation of the strategic plan.

Job Duties and Responsibilities:

Administrative Services:

1. Manages risk by recommending and implementing policies, and develops procedures consistent with policy established by the Board of Fire Commissioners.
2. Responsible for a policy and procedure system that reflects current practices; provide procedural development, implementation, monitoring and communicating to personnel.
3. Establishes a monthly reporting system to inform the Board of Fire Commissioners of the progress of established goals and objectives and other activities of the Fire District.

4. Attends required meetings and identifies issues that may compromise the liability of the District.
5. Attends Board of Fire Commissioner meetings to provide staff support by presenting recommendations based on objective and valid information.
6. Manages contracts and agreements as necessary to provide services.
7. Provides advice and counsel to the Board of Fire Commissioners.

Incident Readiness and Response:

1. Develops and maintains an effective emergency response system and preventive activities to provide the District with the established Level of Services as determined by the Board of Commissioners in delivery of fire protection and emergency medical services.
2. Responds as Incident Commander and directs emergency scene activities as necessary.
3. Participates in district duty week rotations.

Financial Management:

1. Recommends a budget that meets level of services and local and state requirements.
2. Authorizes the purchase of all equipment, supplies and services necessary for the operation and maintenance of the District.

Personnel Management:

1. Develops and implements standardized personnel management procedures to include recruitment, selection, career development, training, occupational health and safety, retention, and evaluation.
2. Provides recommendations to the Board of Fire Commissioners for confirmation of new employees to include volunteer and full-time staff.
3. Appoints officers consistent with the organizational structure as established by the Board of Commissioners.
4. Develops and maintains a discipline procedure to assure personnel conform to establish and/or professional behavioral standards.
5. Recommends termination of personnel to the Board of Fire Commissioners when in the best interest of the District.
6. Communicate information to assure personnel are informed of decision, actions, requirements, and status of attaining established levels of service.

Planning:

1. Develops and maintains a Strategic Plan, for approval by the Board of Fire Commissioners, that projects a vision, mission, goals and objectives for the agency; resource needs for the future, including personnel, facilities, equipment and

apparatus, based on expected growth or reduced service area in relationship to established performance objectives and available revenue sources.

2. Develops and maintains an annual Business Plan, for approval by the Board of Fire Commissioners, that identifies projected revenue, planned expenditures and performance objectives to be accomplished during the coming budget year.

Public Relations:

1. Establishes and maintains a working relationship with the media, citizens, business community and other stakeholders.
2. Coordinates and provides information on the District's activities to news media and other stakeholders.

Knowledge Skills and Abilities: The Fire Chief must possess the following knowledge skills and abilities:

1. Maintain current knowledge of the requirements and standards established by local, federal, and standard developing agencies.
2. Maintain professional knowledge in fire science disciplines and fire service administrative management techniques including span of control, unity of command, division of labor and discipline.
3. Demonstrate skills to provide leadership by effective supervision and delegation to assure staff complete and meet assigned goals and objectives.
4. Demonstrate the initiative and ability to follow through on tasks to timely completion.
5. Possess excellent writing and oral communication skills.
6. Demonstrate the ability to effectively lead and supervise diverse work groups and manage resources in the delivery of services.
7. Demonstrate the ability to translate policy into operational practices.
8. Have the ability to instill trust, consistency and fairness to staff.

Minimum Qualifications: The Fire Chief must have:

1. An Associates Degree or a Bachelors Degree in Fire Service and or related discipline. Additional years of experience and advanced management training may be substituted for degree requirements at the discretion of the Board of Fire Commissioners.
2. 10 years of emergency fire and medical service experience with 5 years administrative and incident scene, management experience.
3. Documented experience and knowledge in administration and knowledge of emergency incident readiness and response including, emergency incident command, equipment management, facilities management, financial management, information management, personnel management and supervision, planning, and public relations.
4. Computer literacy.
5. Experience managing volunteer staffing programs.