

JOB TITLE

Fire Chief

JOB CODE

03190

DEPARTMENT

Fire

TITLE OF IMMEDIATE SUPERVISOR

City Manager

JOB SUMMARY

Administers all of the functions of the Fire Department, including the suppression, prevention, emergency medical services, emergency preparedness, communications and training components.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Subject to policy determination of the City Manager, plans, directs, develops, implements and interprets departmental policies and departmental operational goals and objectives; directs and assigns program responsibilities to subordinates; evaluates performance of subordinates and counsels for improvement; reviews and evaluates programs for efficiency and effectiveness and develops new programs to augment existing programs; attends meetings with City Manager, City Council, City Executive Staff, community groups or representatives, and other governmental agencies; directs the preparation of annual departmental budget and reviews expenditures; hears grievance appeals from departmental employees; represents City Manager at various functions as requested; responds to citizen questions, concerns and complaints; performs other related functions as required.

MINIMUM OR DESIRED QUALIFICATIONS

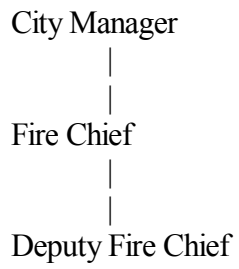
Education: Graduation from an accredited four year college or university with a bachelor's degree in business or public administration or fire technology. Graduation from National Fire Academy's Executive Fire Officer Program and a master's degree is desirable.

Experience: Ten years of increasingly responsible management experience in a municipal Fire Department.

Extensive knowledge of: Modern fire fighting methods and the ability to apply such knowledge to varied fire control and prevention problems; the laws, rules and regulations relating to fire control and prevention; municipal budgeting practices.

Ability to: Plan, initiate and carry out long-term programs in fire department administration, employee training, and fire prevention; plan, assign and coordinate activities performed by a large group of employees involved in varied firefighting work.

ORGANIZATIONAL RELATIONSHIPS



Class title established per Council Resolution No. 58-281,
effective 11-1-58

Class specification revised and reviewed: 10/94
ADA Approved: 10/94