



Superstition Fire & Medical District

Job Description

Job Title: Fire Chief

Department: Public Safety

Salary Range: Contract Position

FLSA Class: Exempt

Position Summary:

The fire chief provides administrative direction for all Fire District functions, operations, and personnel through the supervision of subordinate staff and review of their activities.

Responsibilities include: reviewing the general operation of the department to determine efficiency; providing direction on major projects or problem areas; developing and implementing policies and procedures; administration of the merit system; administration of the labor relations program; and providing policy guidance. In addition, the fire chief is responsible, through study and consultation with elected officials, for developing recommendations for the protection of life and property in the District.

The fire chief is appointed by the Board of Directors. The fire chief receives general supervision from the Board of Directors, who reviews work on the basis of overall results achieved. The fire chief may consult with the Board of Directors on problems relating to policy planning, but works independently in supervising the overall technical operations and responsible for the proper administration of all affairs of the Fire District.

Principle Duties and Responsibilities:

Essential Functions

- Establishes and maintains effective working relationships with staff, board directors, community organizations, 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 District management and the Board of Directors of Fire District progress.
- Responds courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.

- Plans, organizes and directs a progressive public Fire District with several functional areas.
- Organizes and directs the activities of staff engaged in providing emergency services.
- Plans, directs, and controls district activities such as: recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and budgeting and control of expenditures.
- Coordinates Fire District activities with other agencies.
- Plans, organizes, coordinates, prepares, administers, and monitors the Fire District budget.
- Responsible for all personnel matters which includes employment and termination of all district personnel.
- Analyzes and resolves operations, procedural and personnel 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.

Knowledge, Skills and Abilities

- Knowledge of the theories, principles, and practices of effective public administration, with special reference to Fire District policies, personnel and budget administration.
- Knowledge of modern management techniques, supervisory, practices and evaluation methods.
- Knowledge of the modern principles and practices of human resources.
- Knowledge of governmental organization management.
- Knowledge of the principles and practices of effective administration with particular attention to short and long range strategic planning.
- Knowledge of the principles and methods of budget presentation and monitoring.
- Knowledge of the activities, objectives, and ideals of fire services, and operations.
- Knowledge of the facilities, equipment and personnel needed to provide fire services and operations.
- Knowledge of the methods, equipment, and materials used in providing fire services.
- Ability to plan, organize, and direct a progressive public agency with several functional areas.
- Ability to organize, and direct the activities of staff engaged in providing optimum fire services.
- Ability to plan, prepare, and administer an annual district budget.
- Ability to effectively analyze and resolve operational, procedural, and personnel problems.
- Ability to demonstrate knowledge in administering a labor relations program.
- Ability to develop formal agreements and contracts with other agencies and communities.
- Ability to make effective oral and written presentations.
- Ability to establish and maintain effective working relationships with district staff, elected officials, community organizations, other agencies and the general public.

Minimum Required Qualifications

- Requires any combination of training, education or experience equivalent to graduation from a four year college or university, with a major in Fire Science, Business Administration, Public Administration or related field.
- Extensive (5 years plus) and progressively responsible, administrative and supervisory experience in fire prevention and suppression work, preferably with a municipal, county or state fire department or district.

Preferred Qualifications

- Fifteen (15) years of progressively responsible experience in providing fire protection, rescue and emergency medical service
- Masters Degree in public administration, fire services administration or closely related field from an accredited college or university.
- Experience in the Phoenix Regional Automatic Aid System.

This job specification should not be construed to imply that these requirements are exclusive standards for the assignment. Incumbents will follow any other instructions, and perform any other related duties as may be required by supervisory personnel. Performance of other essential functions may depend upon work location, assignment and/or shift.

Salary and Benefits:

The District offers an excellent benefit package that includes:

- Paid Vacation and Illness Leave
- Uniform Allowance
- Tuition Reimbursement
- Retirement benefits through the Public Safety Personnel Retirement System of Arizona
- Group Insurance benefits available to choose from include:
 - Medical Insurance
 - Dental Insurance
 - Vision Insurance
 - Basic Life/AD&D Insurance – paid by District
 - Supplemental Life/AD&D Insurance
 - Long Term Disability
 - Supplemental Insurance
- 457(B) Deferred Compensation Plan and Roth IRA
- Employee Assistance Program – paid by District

SFMD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.