

CITY OF GLENDALE (AZ)  
Established Date: May 5, 2016  
Revision Date: Jun 5, 2019

## **SALARY RANGE**

\$131,198.00 - \$196,797.00 Annually

### **JOB SUMMARY:**

Performs administrative and managerial duties to plan and direct the activities and operations of the Fire Department.

### **ESSENTIAL FUNCTIONS:**

1. Plans, coordinates, administers, and directs the activities and staff involved in the daily operations of the Fire Department.
2. Plans, develops, and implements department goals, objectives, policies, procedures, and guidelines. Develops, administers, and monitors the department budget; directs the forecasting of future needs.
3. Directs and participates in the development of the department's work plan; assigns projects and programs; reviews and evaluates methods and results.
4. Coordinates department activities with those of other departments and outside agencies.
5. Directs the hiring, training, and evaluation of personnel; implements discipline.
6. Performs research, analyzes findings, prepares recommendations and reports for city management.
7. Responds to and resolves the most sensitive or complex complaints or problems.
8. Responds to major fire alarms.
9. Represents the city in relationships with outside agencies, community groups, and the public.
10. Represents the department at various conferences, conventions, and other meetings.
11. Speaks before public and professional groups to provide information on department activities and programs and to promote public understanding and awareness.
12. Develops special projects as requested by City Manager or City Council.
13. Performs other related duties as required.

### **MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS:**

Bachelor's degree in fire science, management, public or business administration, or a related field, and eight years of increasingly responsible command and management experience in a Fire Department. Master's degree preferred.

#### **Knowledge of:**

Fire command and municipal Fire Department administration  
Principles, practices, and procedures of modern fire fighting  
Principles and practices of public administration and personnel management  
Principles of employee supervision, training, and performance evaluation  
Use, operation, and maintenance of fire equipment and apparatus used in fire fighting  
Budget planning, development, and monitoring practices  
Federal, state, and local laws, codes, regulations, and standards governing the delivery of Fire Department services

#### **Ability to:**

Supervise, train, and develop employees effectively

Plan, direct, and evaluate fire suppression, fire code compliance, emergency medical services activities, and hazardous materials responses  
Plan, coordinate, direct, and evaluate the functions and activities of the Fire Department  
Prepare and administer a department budget  
Perform research, analyze findings, prepare and present reports and recommendations on Fire Department issues  
Establish and maintain effective working relationships with city staff and the general public  
Communicate effectively verbally and in writing

*Any equivalent combination of training and experience that provides the required knowledge, skills and abilities is qualifying.*

**Special Requirements**

Subject to call at all times

Valid Arizona driver's license

Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment in accordance with the City of Glendale Substance Abuse policy.

**FLSA STATUS:**

Exempt