



Job Description – Fire Chief

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. Also, 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 will exercise strategic and visionary thinking that will have long-term organization-wide application and impact, including the development and implementation of critical programs, and supervision of multiple assigned functions, divisions, and significant resources.

The Board of Directors appoints the Fire Chief. The Fire Chief receives general supervision from the Board of Directors, who reviews work based on 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 global operations and is responsible for the proper administration of all affairs of the Fire District.

Essential Functions:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Establish and maintain productive working relationships with staff, board members, community organizations, other agencies, and the general public.
- Represent SFMD with effective verbal and written presentations.
- Inform public groups on the plans, programs, and goals of the Fire District.
- Advise District management and the Board of Directors of Fire District progress.
- Respond courteously and tactfully to a demanding and diverse public in answering questions, explaining district policies, and handling complaints.
- Plan, organize, and direct a progressive public Fire District with several functional areas.
- Organize and direct the activities of staff engaged in providing emergency services.
- Plan, direct, and control district activities such as recruitment of personnel; purchase of equipment; assignment of personnel and equipment; and the budgeting and control of expenditures.

- Coordinate Fire District activities in accordance with federal, state, and local emergency services organizations, and city departments.
- Plan, organize, coordinate, prepare, administer, and monitor the Fire District budget.
- Responsible for all personnel matters, which include employment and termination of all district personnel.
- Analyze and resolve operational, procedural, and personnel problems.
- Resolve complex problems involving diverse functional areas.
- Analyze information, statistics, and reports on district activities.
- Develop plans designed to maintain district efficiency and responsiveness.
- Analyze fire service needs, as well as the availability of resources, existing programs, and other related factors in developing district programs to meet those needs.
- Provide direction on major projects or problem areas.
- Develop and implement policies and procedures applicable to administrative functions and provides policy guidance.
- Maintain a cooperative and collective relationship with SFMD membership in the labor/management process with the leadership and membership of Local 2260 of the International Association of Firefighters.
- Work more than 40-hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Knowledge, Skills, and Abilities:

Knowledge of:

- Theories, principles, and practices of effective public administration, with particular reference to Fire District policies, personnel, and budget administration.
- Modern management techniques, supervisory practices, and evaluation methods.
- Modern principles and practices of human resources.
- Governmental organization management.
- Principles and practices of effective administration with particular attention to short- and long-term strategic planning.
- Activities, objectives, and ideals of fire services and operations.
- Facilities, equipment, and personnel needed to provide fire and medical services and operations.
- Methods, equipment, and materials used in providing fire and medical services.
- Federal, state, and local laws, rules, and regulations as they pertain to Fire District activities.

Ability to:

- Demonstrate a basic understanding of the principles and methods of governmental funding, budget presentation, and monitoring.
- Plan, organize, and direct a progressive public agency with several functional areas.
- Organize and direct the activities of staff engaged in providing optimum fire services.
- Plan, prepare, and administer an annual district budget.
- Effectively analyze and resolve operational, procedural, and personnel problems.
- Develop formal agreements and contracts with other agencies and communities.
- Make effective verbal and written presentations.

- Establish and maintain effective working relationships with district staff, elected officials, community organizations, other agencies, and the general public.
- Seek out all possible alternative revenue sources, including grants, bonds, etc.

Required Training and Experience:

- Minimum bachelor’s degree from an accredited university with a major in Fire Science, Business Administration, Public Administration, or related field.
- Minimum rank of Battalion Chief with extensive experience (5 years plus) and progressive responsibility, including administrative, supervisory, and budgetary experience in fire prevention and suppression work, preferably with a municipal, county, or state fire department or district.

Licensing, Certifications, and other Requirements

- Must not be on the Office of Inspector General (OIG) list of Excluded Individuals/Entities (LEIE).

Work Environment / Physical Demands

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position or that an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a normal City office environment; but may respond to emergencies and is subject to potential personal danger.
- Operate a variety of standard office equipment including a computer terminal, telephone, calculator, copy and fax machines requiring continuous and repetitive arm, hand and eye movement.
- Travel to/from meetings and various locations.
- Lift and carry materials weighing up to 30 pounds.
- Respond and direct response of various staff and agencies in emergency situations.

EQUAL EMPLOYMENT OPPORTUNITY:

SFMD is committed to creating a diverse environment and is 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 (ARS 41-1463). Additionally, this position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting the HR Manager at (480) 982-4440 X132. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation.