

FIRE CHIEF

DEFINITION

Under the direction of the City Manager, the position is accountable as a team member for performing executive level administrative work directing all fire departmental emergency and non-emergency operations, paramedic services, disaster preparedness and marine safety in addition to managing projects and complex tasks to achieve results in support of the City's mission, goals, policies and objectives.

DUTIES, RESPONSIBILITIES AND EXPECTATIONS

The position is accountable to direct the day-to-day management of the Fire Department and Harbor Patrol by:

- Providing effective leadership to accomplish the administrative objectives of the City Manager and the policy goals of the City Council
- Providing critical thinking ~~to~~for professional recommendations, decisions and completed staff work
- Providing initiative in achieving positive, timely results for the organization
- Providing effective planning, management and evaluation of departmental business units, programs, functions, services, contracts and projects
- Delivering outstanding internal and external customer service while solving problems and proactively creating sustainable solutions to issues
- Providing effective leadership, direction, supervision, training, coaching, teambuilding, evaluation, safety and support for employees
- Providing quality fiscal management prudently preparing and administering budgets, seeking new revenues, containing costs, safeguarding assets, improving productivity and accurately reporting financial conditions
- Providing leadership in labor relations and first responder services
- Providing management ~~to~~for capital improvement project planning, financing, administration and construction

- Maintaining effective relations with City Council, Boards, Commissions, businesses, community groups and stakeholders to accomplish goals
- Providing interdepartmental leadership and administration of multiple projects
- Providing effective representation and communications to public agencies, businesses, employees, media and community
- Completing analytic research, preparing well-written reports and making effective presentations
- Providing effective contract, grants and regulatory administration
- Conducting regular performance evaluations of personnel; ~~gives~~giving frequent and specific feedback about personnel performance; ~~holdings~~ employees accountable for doing their jobs while also celebrating accomplishments and successes.
- Conducting duties, responsibilities, tasks and assignments with a constructive, cooperative, positive, professional attitude and demeanor
- Supporting of the City's mission, goals, policies and objectives
- Supporting City's corporate values of: openness and honesty; integrity and ethics; accountability; outstanding customer service; teamwork; excellence; fiscal responsibility; and environmental responsibility
- ~~Provide~~Providing innovative options to enhance emergency service programs
- ~~Apply~~ing current fire service technical experience and training methodologies to improve performance
- ~~Provide~~Providing leadership that strengthens regional fire service relationships throughout the area and take a leadership role in identifying efficiencies through regional collaboration and shared resources
- Performing other related duties as required

CLASSIFICATION

The position is exempt from coverage under the Fair Labor Standards Act and the employee is a member of the Unclassified Service.

QUALIFICATIONS

The position requires knowledge of leadership, management practices, techniques and methods to accomplish the goals and objectives of the City by combining the appropriate people, resources, processes and time to successfully achieve results. The position requires the professional ability to analyze, innovate and solve complex municipal problems with initiative and working as a team member in a dynamic environment.

The position requires graduation from an accredited college or university with a bachelors' degree in public administration, business administration or a closely related field by time of appointment. A masters' degree in a relevant field is highly desirable. Knowledge of Federal, State and local government management is highly desirable.

At least 5-3 years of increasingly responsible experience at the rank of division/battalion chief or higher in a municipal fire agency and chief officer certification by the California State Fire Marshal are required; experience as a Fire Chief is highly desirable. Experience ~~should include~~ serving in the capacities of fire marshal, fire operations chief; disaster preparedness coordinator, emergency medical services director, support services coordinator and experience in harbor/marine operations is highly desirable.

The position requires experience in labor ~~negotiations~~relations, finance, budgets, contract administration, goal-setting, economic development, technology, legislative affairs, ~~communications and~~ public ~~relations~~communications, and human resources.

The position requires computer literacy with knowledge in the use of Microsoft Word, Excel, and PowerPoint; ability to communicate using email programs; and, understanding and adherence to City policies for information technology.

The position's expected competencies include knowledge of California Firefighter Bill of Rights; Skelly and disciplinary processes; sound decision making skills; critical thinking ability; problem solving and innovation skills; drive for results; analytical skills; interpersonal, customer service and diplomatic skills; ethical conduct; and proven top performances.

The position requires meeting the physical employment standards for the position.