



CONFIRE

Deputy Executive Director

SALARY RANGE

Up to \$275,000

DEFINITION:

Under the direction of the Executive Director assists with executing plans, provides direction to subordinates, and assists in the overall management of CONFIRE.

DISTINGUISHING CHARACTERISTICS:

This single position class reports to the CONFIRE Executive Director Board of Director and must have the ability to oversees the Communications Division Director, as well as the Emergency Medical Services Division Director.

This is an executive level position, requiring application of effective management practices and skills in visioning, innovation, planning, organizing, supervising and directing the activities and personnel of CONFIRE.

The Executive Deputy Director may be called upon to act as the Executive Director on an as needed basis.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to:

1. Assist the Executive Director with planning, organizing, and directing the activities of all CONFIRE Divisions.

2. Assist the Executive Director in preparing an annual budget for consideration and approval by the Board of Directors and Administrative Committee.
3. Assist the Executive Director consistent with the budget adopted by the Board of Directors and Administrative Committee, shall:
 - Implement the policies of the Board of Directors
 - Provide day-to-day leadership for CONFIRE
 - Plan the short- and long-term goals for CONFIRE
 - Communicate the goals and objectives of the Board of Directors and Administrative Committee to the community
 - Establish and maintain a motivating work climate for CONFIRE employees
 - Maintain effective working relationships with all persons entitled to the services of CONFIRE
 - Facilitate constructive and harmonious relations with the Board of Directors and Administrative Committee
 - Manage the CONFIRE budget
 - As approved in the adopted budget:
 - Employ assistants and other employees deemed necessary for the proper administration of CONFIRE and the proper operation of the works of CONFIRE
 - Incur expenses and enter into contracts on behalf of CONFIRE as set forth in Board Policies 4.003 and 4.004.
4. Has secondary authority over and directs the work of all employees. This includes the power to impose appropriate discipline, up to and including termination.
5. Has secondary general charge, responsibility, and control over all property of CONFIRE.
6. May delegate authority at his/her discretion.
7. Shall be required to work during such hours as necessary to carry out the duties of the position as designated by the Executive Director. Such hours may be varied so long as the work requirements and efficient operations of CONFIRE are assured.