

DIVISION CHIEF/ ADMINISTRATION

The Division Chief of Administration serves as a staff officer to the Fire Chief. The Division Chief of Administration assists in the formulation and administration of the policies, rules, regulations, and procedures governing personnel and operations of the fire department. The Division Chief of Administration performs the duties of the Fire Chief and is responsible for all activities of the Department when designated. The Division Chief of Administration responds to alarms and special calls and may assume command or assist the Incident Commander as appropriate.

The Division Chief of Administration is responsible for keeping accurate reports and records as may be required by the various officers and governmental agencies. The Administration Division Chief is also responsible for the administration of the emergency management plan. This person shall perform all tasks assigned.

SUMMARY OF CLASSIFICATION

Supervises the daily routine of assigned personnel. Assists in the policy formulation and general administration of the fire department. Manages the overall operations of the Administration Division.

BUDGETARY RESPONSIBILITIES

Assists in the development of the budget and makes recommendations for purchases, capital items or additional employees during the annual budget process. Monitors expenditures during the year.

ESSENTIAL JOB DUTIES

- Schedules, monitors and evaluates the work of subordinates.
- Assists in planning departmental operations regarding personnel, equipment, training, and emergency medical services activities.
- Makes recommendations to the Fire Chief regarding department policy.
- Makes recommendations to the Fire Chief in disciplinary matters.
- Responds to, and if necessary assumes command of, major emergency incidents.
- Maintains records of work performed and submits reports or invoices to the appropriate personnel and/or federal, state or local agencies. Performs all tasks assigned.
- Assures budget development and compliance.
- Insures annual employee evaluations are completed.
- Manages the hiring and promotional process for the department.
- Assumes other duties as may be required by the Fire Chief.

PHYSICAL AND ENVIRONMENTAL CONDITIONS

Ability to sit, stand, and transport self from building to building or place to place. Ability to attend functions and meetings in buildings and at other sites. Must be able to perform strenuous physical tasks at emergency scenes if necessary. An employee may be exposed to seasonal temperatures, possible electrical hazards, communicable diseases, and hazardous fumes and chemicals while engaged in the performance of duties.

REQUIRED CONTACTS

Ability to effectively communicate with employees, city officials, and the public in an effective manner, both orally and in writing. Must have strong writing skills and be able to provide information to persons or

agencies regarding fire department functions and responsibilities. Will be required to speak publicly regarding the fire department.

REQUIRED QUALIFICATIONS

Knowledge, abilities, and skills

Ability to read and review such items as professional journals and publications and legislative data. Must be knowledgeable in tactical and strategic aspects of emergency operations and in IMS functions. Must perform analysis of departmental activities. Ability to write reports, memos, policy manuals, letters, and other documents as required. Skill in the operation of various basic office equipment.

Minimum Education, Experience, and Certification

- Have served 10 consecutive years, with the Stephenville Fire Department, immediately prior to the date of the position opening
- Possess a TCFP Master Fire certification
- Possess a TCFP Fire Officer II certification
- Hazardous Materials Technician level training
- Successfully complete NIMS ICS 400 at first available opportunity after promotion
- Possess Associate's Degree, or higher, in any related field
- Possess a valid Texas Driver's license

Preference may be given to those applicants that hold and maintain the following degrees and/ or certifications:

- Bachelor's Degree in any related field of study (willing to obtain upon appointment)
- TDSHS EMT-Paramedic license or certification

The Fire Chief reserves the right to adjust these criteria based on the needs of the position that is appointed.