



ASSISTANT FIRE CHIEF - OPERATION/ADMINISTRATION
FLSA - Exempt
Grade 38 \$87,167.85 - \$139,468.57

GENERAL DEFINITION

Assists with the administration of a comprehensive Fire Rescue and Emergency Medical Services program. Employees in this classification are typically assigned to specific functional areas, but possess the knowledge, skills and abilities to manage any function of the department as assigned. Functional areas include, but are not necessarily limited to, battalion operations, fire inspections and life safety, emergency medical services, support services, training, and logistics. Work includes considerable responsibility for participating in the preparation of budgetary reports, audits and statements; analyzes and monitors assigned budget(s) and expenditures. Provides advisement and assistance directly to the Fire Chief in all aspects of the City's fire rescue, emergency management, and emergency medical services functions.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Acts in the capacity of Fire Chief and/or Incident Commander as directed.
- Performs human resource management functions, e.g., interview, selection, hiring, disciplinary action, recommending promotion, performance evaluations.
- Functions as manager for one or more of the department's functional areas including, but not limited to, battalion operations, fire inspections and life safety, emergency medical services, support services, training, and logistics.
- Participates in the planning, organization, and operating policies and procedures with respect to equipment, apparatus, and personnel; provides recommendations regarding operating and capital expenditures for facilities, equipment, apparatus, and staffing.
- Administers all manner of regulatory compliance for the development, implementation, and delivery of the assigned functional areas under charge.
- Coordinates department activities with those of other City departments and agencies as required.
- Receives and responds to inquiries and complaints from the public.

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- Prepares and submits various State and national incident records and reports.
- Coordinates disaster drills and National Incident Management System (NIMS) activities with other City departments and with outside agencies.
- Along with the Fire Chief and/or other Command Officers, may conduct internal investigations; may coordinate or participate in Departmental/Divisional hearings or operational reviews such as disciplinary, EEO, and tactical critiques, recommends and/or administers discipline.
- Can be assigned to the City Emergency Operations Center at the direction of the Fire Chief in accordance with the City Emergency Management Plan and Disaster Preparedness Guide.
- Participates in the preparation, review and analysis of department budget(s), statistics, records and reports to ensure efficient operations, to meet service demands, and to comply with authorized requests for information regarding department activities and personnel.
- Attends regional, professional and other educational forums to maintain current knowledge of trends and developments in the industry of fire and emergency medical service.
- Addresses community groups, business and commercial interests, media representatives and other community based entities to provide informational and educational programs explaining and promoting public understanding of departmental functions.
- Leads and facilitates meetings and conferences with staff under charge for the discussion and dissemination of department communications, e.g., directives, general orders, special orders, standard operating procedures, and new/modified policies and procedures.
- Conducts research and analysis on trends and developments in the assigned functional areas for the purpose of developing and recommending new (or modifications to existing) policies and procedures to improve overall department operations.
- Responsible for ensuring appropriate certifications and/or licenses are achieved and maintained by Department personnel. Duties include, but are not limited to, planning and directing activities to ensure on-going internal and/or external job related training and professional development of personnel to be in compliance with all applicable Federal, State, Occupational Health and Safety, and organizational policies, practices and standards.

KNOWLEDGE, SKILLS & ABILITIES

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- Substantial knowledge of the principles and practices applied to the organization, management, and administration of a comprehensive municipal fire rescue and emergency medical services function.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned.
- Substantial knowledge of pending and current legislation affecting the emergency response function as applied to current and projected demographic trends relevant to Florida.
- Substantial knowledge of the principles and practices of fire rescue and emergency medical services administration, including budget preparation and personnel management.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established code, ordinance, statutes and regulatory standards applicable to the work.
- Ability to evaluate, analyze, and provide recommendations regarding provision of fire rescue and emergency medical services, or other information as may be determined by City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Executive-level interpersonal, leadership, planning, management and communications skills.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Fire Science, Business or Public Administration, or related field; supplemented by 5 – 7 years progressively responsible experience in fire rescue and emergency medical response functions, the majority of which shall be acquired at the management level, with broad exposure to administrative aspects of the work, e.g., budget development and administration, human resources management, organization and delegation of

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responsibilities. Must have State of Florida Firefighter certification and State of Florida Driver's license without any restrictions that affect ability to perform the essential job duties as outlined herein. Must have State of Florida EMT or Paramedic certification.

PREFFERED

Graduation from the Executive Fire Officer Program (EFO) of the National Fire Academy
State of Florida Fire Inspector and Fire Instructor certifications

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks usually involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5pounds). Tasks may involve extended periods of time at a keyboard or workstation. Most work is performed in usual office conditions with limited exposure to disagreeable environmental factors. Candidates must meet the same physical health requirements as an entry-level firefighter in Oakland Park. Incumbents are required to maintain physical abilities consistent with ability to perform essential duties in an Incident Commander role.

I have read and acknowledge receipt of the job classification.

Employee signature

Date

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City Manager Approval

Civil Service Rule Sec 2-96

Date