



Fire Chief

Definition:

The Fire Chief's position is an "at will employee" appointed and serves at the discretion of the Board of Directors. Under the direction of the Board of Directors, the Fire Chief provides leadership and oversees the general management of the District, including the operations of all Divisions. The Fire Chief is the secretary for the Board of Director's, following all Board governed policies, procedures and guidelines. The Fire Chief is responsible for creating and developing the Master Plan (mission/values) of the District within the goals and objectives established by the Board of Directors. The Fire Chief is the general manager, personnel director and chief finance officer of the District. The Fire Chief develops the executive staff, assures effective performance, and insures quality customer service.

Minimum Requirements:

- Five (5) years of full-time and/or acting experience as a Battalion Chief and/or three (3) years of administrative experience at the rank of Division Chief, Assistant Chief, Deputy Chief or equivalent.
- Must reside within 45 minutes of Central's District (within three months of appointment).
- Nine (9) years of paid, full time firefighting experience with a fire district or municipal department.
- Must poses a California Class C Driver's License and be insurable with the District's Insurance carrier.
- Must be at least 18 years of age.
- Provide proof of eligibility to work in the United States.

Education:

- A Bachelor's Degree in Business or Public Administration or Fire Protection Service related field. The educational degree must be recognized by the U.S. Department of Education (USDE), and the accreditation of the Council for Higher Education (CHE), which meets Central Fire District's SOP on educational requirements.

Typical Duties:

- Administers and directs the activities of the Fire District relating to fire suppression, fire prevention and administration.
- Directs and oversees the selection, training, development and evaluation of District personnel.
- Oversees the maintenance and performance of all District equipment, apparatus and facilities.
- Directs and coordinates preparation and implementation of the annual budget.
- May assume command at major fires and emergencies.
- Develops, evaluates, and implements plans for the organization, direction, and improvement of departmental operations, services and standards.
- Appears before the Board of Directors to present plans, projects and other reports.
- Attends all Board of Director meetings unless excused.
- Serves as the Board's Secretary and carries out other duties as directed by the Board of Directors.
- Prepares periodic reports concerning the various operations of the District.
- Meets and confers with citizens and public officials on matters pertaining to the needs of the Community.
- Plans, organizes, manages and reviews goals, objectives and activities of the assigned division(s) of the District in order to meet District goals and objectives.
- Administers and enforces the policies, procedures, and programs of the District.
- Is responsible for the supervision of assigned personnel including selection, assignment, evaluations, motivation, training development, and discipline.
- Develops, implements, and maintains programs related to District activities.
- May act as Santa Cruz County OES Zone Coordinator.

Ability to:

- Lead personnel and maintain high morale;
- Exercise initiative, ingenuity and sound judgment in solving administrative, technical and personnel problems;
- Review and evaluate District policies, programs, and practices; define problem areas; develop and direct the implementation of policy decisions and practices to improve operations;
- Prepare clear and concise administrative and technical reports and express ideas effectively in oral and written form;
- Maintain physical health, strength, stature and ability to meet the demands of the position.

Knowledge of:

- Principles, practices, techniques, codes and ordinances associated with modern fire suppression, prevention, and emergency medical treatment and rescue.
- General knowledge of Special Fire District law.
- Knowledge of government financing and budgeting procedures.
- Knowledge of District practices.
- Involvement in community events and activities within the District.
- Active in legislative activities at Federal, State and local levels of government as needed.
- Principles of organization, supervision, management and administration.
- Related codes and ordinances, and District policies, procedures, programs, and training practices.

Desirable Qualifications:

- Master's Degree in Fire Protection Technology or related field.
- Executive Fire Officer (EFO)/Certified Fire Officer(CFO).
- Executive command experience.
- Experienced in various divisions (i.e., Training, Fire Prevention, Operations, and Administration).