



FIRE CHIEF

Definition:

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 responsible for creating and developing the vision and strategy of the District within the goals and objectives established by the Board of Directors. The Fire Chief is responsible for the planning, organizing, directing, and evaluating the day-to-day operations of the District. The Fire Chief acts as the Board Secretary, General Manager, Personnel Director and Chief Finance officer of the District. The Fire Chief develops the executive staff, assures effective performance, and ensures quality customer service.

Minimum Requirements:

- Must reside within 30 minutes of the District.
- Must possess 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 and Experience:

Equivalent to possession of a Bachelor of Science degree from an accredited college or university with significant coursework in fire science, public or business administration, or other related field of study. Ten years of increasingly responsible experience in governmental fire suppression and prevention, with a minimum of three years in an administrative or management capacity.

Desirable Qualifications:

Possession of a master's degree, National Fire Academy Executive Fire Officer (EFO) certification or Commission on Professional Credentialing Chief Fire Officer (CFO) certification is desirable.

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 the Santa Cruz County Zone Coordinator.
- May act as the OES Operational Area Coordinator.

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, policies, programs, and procedures.
- 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.

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.