



ASSISTANT FIRE CHIEF

Definition:

Under the direction of the Fire Chief, the Assistant Fire Chief is responsible for the management, planning, and coordination of activities in the Administration, Community Risk Reduction, Fleet/Logistics, Operations, and Training divisions. This position provides highly complex staff assistance to the Fire Chief, serving as second in command for the District. The Assistant Fire Chief manages and directs the Division Chief, Fire Marshal, Human Resources Director, and Finance Director classifications, and formulates administrative policies consistent with the goals and objectives of the District. The Assistant Fire Chief assumes full command of the District in the absence of the Fire Chief.

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 an Associate's degree from an accredited college or university with significant coursework in fire science, public or business administration, or other related field of study. 8 years of increasingly responsible experience in governmental fire suppression and prevention, with a minimum of one year in an administrative or management capacity.

Desirable Qualifications:

Possession of a Bachelor's degree from an accredited college or university with significant coursework in fire science, public or business administration, or other related field of study.

Typical Duties:

- In conjunction with division managers, review, research, and analyze Department operations and make recommendations to the Fire Chief.
- Confer with the Fire Chief in the development and administration of policies and procedures, rules and regulations, and memorandum of agreement.
- Review the operation of all divisions to determine the accomplishment of the Department's primary missions and objectives.
- Make recommendations to the Fire Chief regarding personnel, allocation of Department resources, equipment, and funding.
- Directs staff in defining the scope, methodologies, tasks, and outcomes of projects, plans, and programs.
- Supervises and coaches assigned personnel including selection, assignment, evaluations, motivation, training development, and discipline.
- May assume command at major fires and emergencies.
- May act as a Santa Cruz County Zone Coordinator.

Knowledge of:

- Principles, practices, techniques, codes and ordinances associated with modern fire suppression, prevention, and emergency medical treatment and rescue.
- Knowledge of government financing and budgeting procedures.
- Knowledge of District practices, policies, programs, and procedures.
- Involvement in community events and activities within the District.
- Principles of organization, supervision, management and administration.

Ability to:

- Maintain physical health, strength, stature and ability to meet the demands of the position.
- Exercise initiative, 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.
- Represent the District under varying circumstances; prepare and deliver presentations to diverse audiences.
- Collaborate with other agencies to meet overall District needs.