

Position Code: 7435	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist the Fire Chief with administration of major programs and functions. The class is responsible for research, consultation, management, evaluation, budgets, expenditures, special studies, and compiling reports. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences. This is an assignment position and appointment is at the discretion of the Fire Chief.

TYPICAL TASKS

- Supervises administrative staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Monitors federal, state, regional, and local laws, rules, and policy, and consults with other departments and agencies, and professional officials to develop and recommend internal operating policy and procedures.
- Manages operation of major programs and functions such as human resources, safety, budgets, acquisitions, and other protective service support functions.
- Coordinates activities and represents the department by serving on or chairing committees, boards, and panels; consults with other departments and civic agencies to improve emergency preparedness.
- Responds to emergency scenes to monitor activities, gather information, and assist as required.
- Conducts research, studies, and consultations to develop and recommend goals, policy, procedures, or other improvements to emergency response capabilities; prepares reports to document research and recommendations.
- Attends or conducts staff meetings to exchange information; attends, and schedules others to attend, in-service training and technical or professional classes, seminars, or conferences to improve technical or professional skills.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to units or divisions of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions, geometric construction, algebraic solutions of equations and inequalities, descriptive statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of principles and practices of a wide range of administrative, technical, or managerial methods in the solution of administrative or technical problems; applies extensive understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree or any equivalent combination of education and experience in fire science, emergency medical services, information systems, public administration or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience. Must be at the rank of Battalion Chief to qualify for assignment.
Special Certifications and Licenses	Requires a valid driver's license or CDL and a driving record that is in compliance with City Driving Standards. Special protective services skills and/or equipment certifications are required.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.