

Position Code: 7390	FLSA Status: Exempt
Pay Code: 2	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and oversee operation within assigned division. The class is responsible for staff supervision, planning and managing operations, policy and procedures, budgets, evaluation, and administrative functions. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences. May oversee Administrative Support, Fire Prevention, Operations or Emergency Medical Services.

TYPICAL TASKS

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates with elected and appointed officials, other departments, and public sector activities to develop long range objectives, plans, and programs for acquisitions and improvements to meet identified protective services needs.
- Develops budgets to support protective services objectives, plans, and programs, identifies funding sources, and presents and defends budgets.
- Oversees major protective services functional areas such as training program administration, certifications, budget administration, coordination with internal and external agencies, purchasing, and other administrative matters.
- Conducts ongoing functional evaluation program to identify deficiencies; reviews studies, reports, and other documentation, and confers with staff to coordinate and implement policy or procedural changes and improvements.
- Monitors federal, state, regional, and local laws, rules, codes and policies, emerging technologies, and other factors to develop supportive division policy and procedures.
- Conducts or oversees public relations and information activities to enhance public awareness and support of department activities and programs.
- 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	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
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 a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, 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 from an accredited university with major coursework in fire science, emergency medical services, emergency management, leadership, business administration, computer technology or closely related field. A master's degree is preferred.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of increasingly responsible experience in a career municipal fire or emergency medical service agency providing a full range of fire protection and emergency services including two years of management and administrative responsibility at the level of Captain or higher.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City Driving Standards. Requires a Virginia Certified EMT-B or higher, ICS: 100, 200, 300, 400, 700, 800; Preferred qualifications: Executive Fire Officer Certification (EFO) from the National Fire Academy, Chief Fire Officer (CFO) accreditation

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.