

**City of San Rafael
Job Class Specification**

Job Title: Administrative Chief Officer

SUMMARY: Single position, exempt management, safety job class, responsible for management of the administrative support services division to the Fire Chief and operational staff of the Fire Department. Serves as a member of the Fire Department's management team. The incumbent will be required to work a 40 hour work week, days and hours to be determined by the Fire Chief.

This class is distinguished from the Fire Chief by the latter's responsibility to direct the activities of the entire Fire Department and from the Fire Battalion Chief classification by its responsibility to manage administrative programs. This position will be at the rank of Fire Division Chief.

This position provides highly responsible and technical staff assistance to the Fire Chief and is responsible for ensuring that the staff of the division are providing quality customer service while performing activities of the division, e.g., dispatch, training, budget preparation and oversight, etc.

This position coordinates activities of the administrative support services division with others in the Fire Department and other city departments in addition to other agencies and the public and performs other related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is meant to be representative, not exhaustive. Plan, organize, direct, coordinate and evaluate activities of employees assigned to the administrative support services division; review and be familiar with established policies and procedures; communicate departmental policies and procedures and hold subordinate employees accountable; prepare special reports that may include monthly and annual reports; maintains department statistics; represent the city with community organizations, citizen groups and other agencies; ensure compliance with recommended safety standards; represent the department at City Council meetings; direct fire investigation(s) to determine cause and origin; prepares and manages the city's vegetation management program; represent the city at County EMS committee and commission meetings; develop and implement a quality assurance program to ensure compliance with County EMS policies and procedures; coordinate city emergency medical activities with representatives from other agencies, companies and individuals; provide a public education program on fire prevention; provide direct support on training programs to operational staff to include lesson plans and monthly and annual schedules; maintain department activity calendar; oversee records management; manage the communications dispatch program; review fire and life safety requirements with city staff, developers, builders, and architects to ensure compliance with proposed projects; coordinate repair and/or alteration to buildings or grounds; coordinate preparation and administration of the annual department operation and capital budget; manage FEMS-OES disaster reimbursement activities; seek, prepare and administer grants; develop and manage the Disaster Area Response Team (DART) training and the development and maintenance of trained resident teams; provide functional management, work and guidance for emergency

preparedness work provided through the office of the Emergency Services Coordinator; manage the department's policy manual; prepare staff and Fire Commission agendas and minutes; participate in the development of division and department policies, organizational change, and establishment of priorities; ensure that MOU requirements are met; direct special projects; research, develop, report on and implement changes to existing programs and new programs, including the estimation of needs for staff, funds, processes, training, materials and equipment to ensure successful implementation; coordinate and/or conduct investigations of personnel problems; manage the hiring of personnel in conjunction with Human Resources; coordinate injured workers return to work, light duty assignments and tracking of employees' time off with Human Resources; upon request, assist the City Manager and/or executive management team on special projects; act as the Fire Chief when needed; may be assigned other staff support duties and responsibilities.

QUALIFICATIONS

Knowledge, Skills and Abilities: Thorough knowledge of: principles and practices of leadership, management and supervision; departmental procedures and policies; regulations, laws and ordinances; firefighting technology and methodology; fire prevention methods; principles and practices of fire investigation; fire code as it relates to the storage and handling of hazardous materials; building materials and methods employed in building construction. Considerable knowledge of: the function, operation and interrelationship between local, state and federal agencies related to the division and department's mission; general report writing principles; project and workload planning; public information and public speaking techniques. Working knowledge of: principles and practices of public administration; principles and practices of budgeting, budget maintenance and purchasing; EMS system; communications dispatch systems; state and local government systems and procedures relating to emergency response; technical report writing; computer technology.

Ability to: work collaboratively with diverse individuals and groups contacted in the course of work; develop and maintain cooperative working relationships and communicate assertively in an open and honest manner to gain cooperation and positive results; determine and evaluate levels of achievement and performance; plan, organize, and direct the work of subordinate employees under emergency and non-emergency conditions; work independently; develop department action plans from generalized statements of purpose; manage dispatch operations, facilities, equipment and personnel; quickly analyze situations correctly and adopt effective courses of action; understand and operate within limits of responsibility and authority; function effectively, both as a team member and as a team builder; review and analyze complex problems and issues to develop and implement effective solutions, goals and objectives; prepare and administer operations and capital budget; manage all administrative functions, e.g., payroll and time keeping; establish and manage an effective vegetation management program that creates defensible space zones in all areas determined as urban/wildland interface; maintain accurate records; interpret and apply appropriate provisions of applicable laws, regulations, policies and memoranda of understanding; effectively apply continuous improvement principles in emphasizing quality customer service; prepare and present effective written and verbal reports; communicate effectively with individuals from a variety of socioeconomic and cultural backgrounds; speak to large and small groups; manage meetings effectively; resolve disputes; actively support and work on

cooperative efforts with neighboring jurisdictions; maintain a commitment to continuous service development and improvement opportunities.

EDUCATION/EXPERIENCE/LICENSES

Any combination of education and experience that demonstrates possession of the requisite knowledge, skills and abilities. A typical way to obtain these would be: Associate degree in Fire Science or Fire Administration and six years of fire service experience, which includes three years as a battalion chief.

Must possess and maintain a valid California Driver's license, Class C, with a satisfactory driving record. State certified programs for Chief Fire Officer by the State of California is highly desirable.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions and frequently works near video display. The employee occasionally may be required to work in the evening or on a weekend.

Prepared by: Human Resources
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