

LEGEND:

Additions

Deletions

Approved February, 2004

Proposed May, 2019

## CITY OF SANTA CLARA, CALIFORNIA

### FIRE CHIEF

(Unclassified)

(117)

#### EDUCATION AND EXPERIENCE

- Graduation from college with a Bachelor's Degree in Public Administration, Political Science, or the equivalent, plus
- Nine (9) years municipal firefighting experience, including two (2) years of which must be as a senior officer or the equivalent.

#### LICENSE

Possession of an ~~an appropriate~~, valid California **Class C** driver's license is required **at the time of application and for the duration of employment**.

#### DISTINGUISHING CHARACTERISTICS

The incumbent is responsible for the efficient operation of the Department, utilizing effective business techniques, and reports directly to the City Manager. To be successful in this position, an incumbent must be knowledgeable of, and keep current with state and national issues affecting fire department operations. The position requires a demonstrated ability to work very effectively with employees at all levels of the department, represented labor groups in the Department; with customers, business community, professionals, managers, the City's executive management team and all City Departments and elected officials from the City and other agencies. The employee must be able to develop and maintain excellent labor/management relations. The incumbent is required to represent the City's interest before legislative and regulatory committees and at Regional, State and/or Federal levels of government.

As a member of the City's Unclassified Service this is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills, sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

#### TYPICAL DUTIES

Under general direction:

- Plans, organizes, directs and coordinates the activities of Fire Department personnel providing fire department services to the City;
- Responds to fires and other emergencies and exercises over-all supervision of the emergency operations;
- Assumes immediate supervision of rescue, firefighting and other emergency activities as required;
- Interviews and advises on the hiring, promotion, layoff or discharge of employees and

## **FIRE CHIEF (continued)**

- investigates human resource problems, recommending taking disciplinary action as necessary;
- Evaluates employee performance;
- Shapes and executes an employee development program for the Department;
- Develops departmental personnel rules, procedures and policies and sees that they are enforced;
- Directs the organization, training and direction of the volunteer firefighters;
- Coordinates the services of regular and volunteer firefighting crews;
- Has oversight responsibility for the requisitioning, maintenance and operation of firefighting equipment and preparing specifications for firefighting equipment; and maintaining records of all fire department activities;
- Recommends location of fire stations;
- Attends conferences and conventions on fire protection matters; and
- Directs the development of the annual budget and the administration of the department's annual budget.

### **KNOWLEDGES, SKILLS, AND ABILITIES**

#### Knowledge of:

- Effective leadership and management principles and practices;
- Applicable laws and regulations affecting municipal firefighting;
- Principles and practices of budgeting (operating and capital), communication, contracting, human resources, information technology, public relations, project management, outreach, performance standards, telecommunications, records management, and resources to achieve outcomes and expectations;
- Important developments in local area, State and Federal government agencies as they relate to the City's fire service;
- Fire protection, EMS, Haz-mat, fire prevention, and other emergency operations.

#### Ability to:

- Provide the leadership and management of the department through coaching, enabling and facilitating employees working in a team environment;
- Develop and maintain excellent labor/management relations through meeting regularly to discuss appropriate issues with the leaders of represented groups and by cultivating ideas and/or suggestions from employees at all levels of the organization within the Department in order to establish trust and enhance communication on an on-going basis;
- Create a culture that is conducive to change and one that is able to select, recruit, retain, develop and motivate a skilled and talented workforce where all employees know their mission, role, job; and goals and objectives are clear in order to create an organization that delivers excellent customer service through ethical leadership standards, establishes an atmosphere of respect for employees consistent with the City's Code of Ethics and Values;
- Manage complex projects that further the long term objectives of the department and the City by identifying which quality standards are relevant to the project and determining how to satisfy them by evaluating overall project performance on a regular basis to provide confidence that the project will satisfy the relevant quality standards, and by monitoring specific project results;
- Build constructive relationships by promoting effective partnerships with department peers, the public, employees; represented bargaining groups and City, State and local officials;

## **FIRE CHIEF** (continued)

- Represent and speak on behalf of the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating to those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively and clarifying information and by facilitating an open exchange of ideas; and
- Plan, train and manage the work of fire department personnel.

### SUPERVISION RECEIVED

Works under the administrative direction of the City Manager.

### SUPERVISION EXERCISED

Provides direct supervision for Deputy Fire Chiefs and general supervision for other professional, technical and administrative support staff.

### SPECIAL REQUIREMENTS

~~Incumbents of this classification are required to live within a 30-mile distance, as measured in a straight line from the City limits.~~

### CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

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## **FIRE CHIEF (continued)**

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