

LEGEND:

Additions

Deletions

Approved September, 2014

Proposed December, 2018

CITY OF SANTA CLARA, CALIFORNIA

DEPUTY FIRE CHIEF

(Unclassified)

(080)

EDUCATION AND EXPERIENCE

- Graduation from college with a Bachelor's Degree ~~in Public Administration, Political Science, Business or a related field~~, plus ~~eight~~ *eleven* (8*11*) years municipal firefighting experience, or equivalent, one (1) year of which must be as a chief officer *or 7 years of which must be as a Fire Captain with the Santa Clara Fire Department*; or
- Possession of an Associate of Arts Degree in Fire Science, plus ~~nine~~ *twelve* (9*12*) years municipal firefighting experience, or equivalent, one (1) year of which must be as a chief officer *or 7 years of which must be as a Fire Captain with the Santa Clara Fire Department*; or
- Graduation from high school or its equivalent and completion of either thirty (30) semester units of fire science or possession of a certificate in Fire Science; and completion of 30 additional semester units ~~in Public Administration, Political Science, or Business~~; plus ~~ten~~ *thirteen* (10*13*) years municipal firefighting experience, or equivalent, one (1) year of which must be as a chief officer *or 7 years of which must be as a Fire Captain with the Santa Clara Fire Department, including time as an Acting Chief Officer*.

A chief officer is defined as a Fire Marshal, ~~Assistant Training Officer~~, Assistant Fire Marshal or Battalion Chief. Experience as a chief officer within the Santa Clara Fire Department preferred.

Desirable Qualifications:

A Bachelor's Degree in Public Administration, Political Science, or Business is desirable.

LICENSE

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

DISTINGUISHING CHARACTERISTICS

This is a professional managerial position in the Unclassified Service responsible for the management of one or more divisions of the Fire Department. An incumbent in this classification exercises independent judgment and discretion; manages, controls, and directs employees; and formulates administrative policies for the effective use of assigned personnel.

As a member of the City's Unclassified Service, this is an "at-will" position. 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.

DEPUTY FIRE CHIEF (continued)

TYPICAL DUTIES

Duties include, but are not limited to, the following.

Under general direction, the incumbent will:

- Supervise and coordinate the administration of one or more divisions in the Fire Department including Administrative, Fire Protection (including Training and Emergency Operations), Emergency Medical Services, Fire Prevention and Hazardous Materials;
- Direct and support the division heads in the operation of their assigned division;
- Organize and direct the Volunteer/Reserve Division;
- Formulate and make recommendations on revisions to Fire Chiefs Directives and related policies and procedures;
- Research and analyze operations and make recommendations relative to operating procedures, methods, and all phases of fire protection and fire prevention activities;
- Participate in the preparation of the Fire Department's capital and operating budgets and monitor financial transactions;
- May act in the capacity of Fire Chief in his/her absence;
- Respond to emergency calls and assume emergency command as necessary;
- Maintain standards and enforce all applicable rules and regulations;
- Evaluate division head performance and review employee evaluations;
- *May serve in the capacity as the department Public Information Officer when necessary;*
- *Assist with duties necessary for department accreditation;*
- Confer with officers and supervisors in regard to departmental working relationships;
- Assist in the assignment of personnel;
- Establish and maintain effective public, inter-City departmental, and employee relations;
- Complete reports and initiate correspondence;
- Make public presentations representing the Fire Department;
- Handle complex assignments; and
- Perform other duties as required.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Fire administration; fire protection emergency operations; and the principles and techniques of firefighting and other emergency activities directed toward the saving of lives and property;
- Fire prevention; fire training procedures; personnel practices and procedures; budget preparation and control; and apparatus and equipment specifications; and
- Hazardous materials functions.

Ability to:

- Effectively manage and administer various functions of the Fire Department utilizing planning, organizational and control techniques;
- Effectively lead and direct employees and volunteers under routine and emergency conditions;

DEPUTY FIRE CHIEF (continued)

- Establish and maintain cooperative working relationships with employees, City departments and divisions, other agencies, and the general public;
- Analyze situations and provide logical conclusions;
- Effectively represent the Fire Department at various professional functions;
- Prepare clear and concise reports;
- Deal fairly, objectively and impartially with others;
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties; and
- Use good judgment; and demonstrate a broad awareness and understanding of the interrelationships between departmental operations, programs, and activities.

SUPERVISION RECEIVED

Works under the general direction of the Fire Chief as assigned.

SUPERVISION EXERCISED

Supervises the Division Heads in Administrative, Fire Protection (including Training and Emergency Operations), Emergency Medical Services, Fire Prevention and Hazardous Materials, and Volunteer/Reserve divisions.

SPECIAL REQUIREMENTS

May be required to work unusual hours.

~~Is required to maintain a permanent residence within a fifty minute response time to the City within six months of appointment. The fifty minute response time assumes standard road conditions and following speed 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.

CITY OF SANTA CLARA, CALIFORNIA
DEPUTY FIRE CHIEF

(Unclassified)
(080)

EDUCATION AND EXPERIENCE

- Graduation from college with a Bachelor's Degree, plus eleven (11) years municipal firefighting experience, or equivalent, one (1) year of which must be as a chief officer or 7 years of which must be as a Fire Captain with the Santa Clara Fire Department; or
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Experience as a chief officer within the Santa Clara Fire Department preferred.

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