

CITY OF SANTA CLARA, CALIFORNIA
ASSISTANT FIRE CHIEF
(Unclassified)
(New)

EDUCATION AND EXPERIENCE

- Graduation from an accredited 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 as a Battalion Chief or higher rank.

LICENSE

Possession of a valid California Class C driver's license is required at the time of application and for the duration of employment.

DISTINGUISHING CHARACTERISTICS

This is a senior management position in the Unclassified Service responsible for planning, organizing, and directing the activities of the Fire Department. This classification is distinguished from that of the lower class of Deputy Fire Chief in that the incumbent in this classification is second in command in the Fire Department and is responsible for the overall day-to-day operations of the department, while the Deputy Fire Chief is responsible for a Division in the Fire Department.

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:

- Plan, organize, direct and coordinate the activities of Fire Department personnel;
- May assume command at the scene of major fires, significant catastrophic events, and other related emergencies;
- Supervise and evaluate Fire Department personnel, make recommendations for employment, retention, promotion, demotion, and other personnel actions;
- Develop and implement complex programs, reports, and special projects;
- Develop, administer, and enforce the rules and regulations of the Department;
- Assist with requisitioning, maintenance and operation of firefighting equipment and preparing specifications for firefighting equipment; and maintaining records of all fire department activities;
- Attend trainings, conferences and conventions to stay abreast on fire protection matters;
- Assist in the development of the biannual budget and the administration of the department's budget;
- May represent the Department in inter-agency committees and other cooperative programs on behalf of the Fire Chief;
- Act in the capacity of Fire Chief in his/her absence; and

ASSISTANT FIRE CHIEF (continued)

- Perform other duties as required.

KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of:

- Principles, practices, and techniques of Fire Department administration, organization, and operation;
- Principles and practices of effective leadership and management;
- 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; and
- Important developments in local area, State and Federal government agencies as they relate to the City's fire service.

Ability to:

- Effectively manage the activities of the Fire Department;
- Effectively manage and lead department staff in the absence of the Fire Chief;
- Analyze and interpret Department, Local, State, and Federal policies, regulations, and relevant laws;
- Manage complex operations and projects;
- Establish and maintain cooperative working relationships with employees, City departments, other agencies, and the general public;
- Communicate effectively, orally and in writing; and
- Plan, train and manage the work of fire department personnel.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

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

SPECIAL REQUIREMENTS

May be required to work unusual hours.

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.