

**MAJOR FUNCTION**

This is a responsible administrative position directing the employees and activities of the Tallahassee Fire Department. Duties include planning, directing and developing activities of the Fire Department in the enforcement of laws and ordinances governing fire prevention, and protection of life and property; providing emergency medical services to the community and serving as a principal member of the City's Emergency Management Team. Work is performed with considerable independence and latitude in the conduct of fire operations and is subject to executive direction by an Assistant City Manager. Work is reviewed through conferences, review of operations, analysis of reports and recommendations and evaluation of results obtained.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Formulates and establishes the policies, rules and regulations for the effective internal management of the Fire Department. Implements agreements and provides services as mandated to the County and other jurisdictions, including emergency medical services. Confers with an Assistant City Manager and subordinate officers on the formulation of policies and practices of the department. Exercises final departmental authority in all matters of policy, operations, and discipline. Formulates and prescribes appropriate work methods and procedures necessary for the efficient, safe, and effective command and operation of the Department. Takes necessary steps in improving Fire operations, evaluating water works systems, fire service needs, and monitoring trends relating to the fire service. Plans and supervises enforcement of fire and safety regulations and programs of fire prevention and detection. Develops, implements, and maintains a program to inform citizens of the community about fire prevention, protection and safety and to encourage citizen support. Serves as a principal member of the City's Emergency Management Team. Cooperates with state and federal officers in the apprehension and detention of wanted persons and with other agencies where activities of the Fire Department are involved. Insures proper advice and assistance is rendered to firefighters in non-routine investigations and personally participates in the more difficult problems encountered by subordinates. Supervises the control of expenditures of departmental appropriations and the preparation and presentation of annual budget requests. Insures department compliance with the City's equal opportunity requirements and related federal and state laws. Has a role in the administration of labor agreements. Prepares and delivers reports, correspondence, agenda items and speeches. Hires, promotes, transfers, hears grievances for, disciplines and dismisses personnel. Conducts performance appraisals and awards or denies merit raises. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Serves on ad hoc and cross-functional teams and committees as needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Extensive knowledge of fire administration, methods of fire prevention, emergency medical service delivery, and emergency and disaster preparedness and management. Extensive knowledge of controlling laws and ordinances. Thorough knowledge of personnel techniques as related to the training, placement, and evaluation of fire personnel. Thorough knowledge of scientific methods and fire safety, fire hazards, and radio communication. Considerable knowledge of the geography of the City. Demonstrated ability to lead and direct the activities of fire personnel. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to demonstrate resourcefulness and sound judgment in emergencies. Ability to be sensitive to the social realities of the community and of the need to enhance well-being and stability throughout all sectors of the

community. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business, public or fire administration, fire science or a related field and ten years of paid firefighting experience; or an equivalent combination of training and experience. Five years of the required experience must have been in a supervisory capacity at the rank of Captain or higher. A master's degree in business, public or fire administration or fire science may substitute for one year of the required non-supervisory experience.

Necessary Special Requirements

Within twelve months of appointment, must obtain Certificate of Compliance as a State of Florida firefighter or certification issued by the State of Florida to an administrative and command head of a fire/rescue/emergency services organization.

Must possess a valid class E State driver's license.

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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