

SCHEDULE A

DIRECTOR OF FIRE SERVICES

DEFINITION: Under direction, acts as administrative officer of the Fire District/Department; performs other related duties.

NOTE: The descriptions of work set forth below for the position are for illustrative purposes only. A person in this title (position) may not perform all duties listed in the description of work. Conversely, all duties performed in the position may not be set forth. The description of work shall be interpreted in its broadest sense so as to allow the District (Board) to function under the leadership of this position.

DESCRIPTION OF WORK:

- Responsible for the overall supervision and management of the Fire District/Department whether administrative, operational or otherwise.
- Acts as agent of the Fire District (Board) in the administration of District/Department affairs, and integrate and coordinate activities and functions within the Fire District and Department.
- Submit monthly reports to the Board of Fire Commissioners as to the state of the Fire District/Department including, but not limited to, recommendations as to any purchases that may be necessary or desirable for the Fire District and provide all necessary information and recommendations as to the state of the Fire District to include all, but not limited to, fire stations, apparatus, staffing, communications, training and education and equipment.
- Responsible for preparing for the Districts public meetings. Including but not limited to; developing meeting agendas, overseeing set up and break down of meeting location, as well as maintaining the District website in a timely fashion.
- Plans, organizes and directs the activities and work programs in the area of budget

and accounting, procurement, personnel, management information systems, and facilities management.

- Supervises work operations and/or functional programs, and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.
- Conduct monthly meetings with the Chief and Line Officers to discuss issues relating to the Fire District/Department.
- Approve or decline the eligibility, qualifications and/or certifications of all Fire Officers and firefighters prior to their election to determine eligibility for each rank. In addition, the Director shall also approve or decline any course equivalents as permitted to determine if the equivalent courses meet the intended criteria.
- Develop and implement to include, but not be limited to, any rules, regulations, guidelines and policies whether administrative, operational or other to govern the Fire District/Department in accordance with all Federal, State and local laws, rules, regulations or guidelines.
- To review, approve, amend, and/or disapprove any rules, regulations, guidelines and policies whether administrative, operational or other to govern the Fire Department in accordance with all Federal, State and local laws, rules, regulations or guidelines.
- Responsible for the preparation, management and supervision of the Fire Districts Annual Financial Budget. Responsible for preparing, submitting and approving any and all purchase order requests for the Fire District.
- Shall develop and implement safety programs and serve as District Exposure Control Officer.
- Responsible for any and all official Fire District communications or correspondence which may need to be dispensed to the media, outside agencies (Fire, Police, EMS) and/or any other source, whether administrative, operational or other.

- Recognize and address any and all deficiencies within the Fire District, whether administrative, operational or other.
- Establish and maintain any and all Fire District records and files to include, but not be limited to, personnel, apparatus, fire stations and equipment.
- Establish and maintain a positive, public Fire District image and serve as the District Public Information Officer.
- Authority to instill and impose corrective actions to include but not be limited to probation, suspension and termination, against any and all members/employees of the Fire District for any and all actions detrimental to the good and welfare of the District to include but not be limited to infractions of any Federal, State and local laws, rules, regulations, guidelines, policies and ordinances.
- Responsible for the supervision and coordination of the Fire District with regard to the Office of Emergency Management or any other outside agency to include but not limited to any and all emergencies, standbys, preplanned events or other.
- Establish a predetermined local fire mutual aid system.
- Direct and manage personnel practices, activities, issues, policies and evaluations.
- Coordinates the training and educational needs of District/Department personnel.
- Manage and provide support for fire district information technology functions. This includes systems application and development, database administration, desktop and server support, website design, development and maintenance of networks, information security and integrity.
- Any and all duties assigned by the Board of Fire Commissioners.

REQUIREMENTS:

EDUCATION

Graduation from an accredited college with a Bachelor's degree.

NOTE: Applicants who do not possess a Bachelor's degree may substitute experience as indicated below on a year-for-year basis with one (1) year of experience being equal to (30) semester hour credits.

EXPERIENCE

Five (5) years of management experience which shall have involved setting program or organizational goals and objectives, establishing organizational structure or determining the need for and developing plans for organizational changes, setting policy for the organization or program managed by establishing program emphasis and priorities and developing operating and procedural guidelines, and directing the work of the organization or program through subordinate levels of supervision.

NOTE: Possession of a master's degree from an accredited college or university with a major course of study in human services administration, business administration, public administration, industrial management, industrial engineering, management science or in a program related to the organization, operation, administration, and control of private or public organizations, may be substituted for one year of the above experience.

LICENSE

Appointees will be required to possess a driver's license valid in New Jersey. Essential duties of the position require operation of a motor vehicle.

KNOWLEDGE AND ABILITIES

Knowledge of the techniques used to integrate and coordinate varied fire service activities.

Knowledge of the problems involved in the administration of municipal affairs.

Knowledge of business and or management principles, practices, methods and techniques.

Ability to plan for the effective utilization of available funds, personnel, equipment and supplies.

Ability to provide, advise, assistance and consultation on business and administrative matters.

Ability to supervise the varied business, administrative and financial operations of the Fire District.

Ability to supervise the preparation and administration of the budget.

Ability to maintain liaison and cooperative working relationships with other officials and staff of the Fire District and municipality.

Ability to prepare and supervise the preparation of clear, sound, accurate, and informative reports containing findings, conclusions and recommendations.

Ability to direct the establishment and maintenance of extensive records and files.

Ability to plan, organize and coordinate work in situations where numerous demands are involved.

Ability to utilize various types of electronic and/or manual recording and information systems used by the District, office or related entities.

Ability to read, write, speak, understand and communicate in English sufficiently to perform duties of this position.

Ability to utilize computer technology and software solutions to perform duties and responsibilities.

PREFERENCES:

- Firefighter I;
- Incident Management Level III;
- Fire Officer I;
- Qualified Purchasing Agent (QPA) Certification;
- Fire Official Certification;
- Or equivalent experience or certifications.