

## **FIRE SERVICES DIRECTOR**

### CODES/PAY RANGE

Class Code: 3940    EEO Code: A    FLSA: E    Pay Range: C

### MAJOR FUNCTION

Responsible professional, administrative and supervisory work in planning, directing, and coordinating fire protection, suppression, prevention, and emergency medical services throughout the County.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Designs, develops, and implements the County's Master Plan for Fire Control.

Coordinates the overall County fire protection to include budgeting, administration, and training.

Coordinates with various advisory and planning committees for County development. Coordinates with various local, County, State, and Federal agencies regarding fire prevention, suppression, and emergency medical services issues.

Prepares yearly budget requests based on plans. Administers budget in accordance with established policies and procedures. Prepares capital long range budget program for the County.

Directs the preparation and analyses records and reports to secure efficient operations and to meet fire, rescue and emergency medical service demands.

Directs the operation and maintenance of apparatus and equipment.

Addresses civic and other groups regarding the activities and programs of the fire service to promote public understanding of its work.

Performs related work as required.

### KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles and practices of management. Knowledge of the current developments in fire suppression and prevention. Knowledge of the principles of the Fire

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Administration. Knowledge of current firefighting training techniques. Knowledge of current emergency medical services systems.

Ability to plan, evaluate, assign, and coordinate activities performed by fire and EMS personnel. Ability to interact and communicate with elected officials and professional staff to solve complex problems. Ability to express oneself clearly and concisely, orally and in writing. Ability to establish and maintain effective working relationships with employees, officials, and the general public.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business or Public Administration, Political Science, Public Planning or Fire Administration and five (5) years of experience in planning, directing, and coordinating activities in a public safety department or similar activity.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, hear, talk; finger dexterity.

Mental Demands: Ability to read and comprehend professional, scientific and technical journals, manuals and procedures; legal documents, statutes, ordinances; financial reports; memos, instructions, manuals. Ability to write business letters, speeches, financial reports, evaluations, opinions, summaries. Ability to speak clearly and concisely relating information, details and procedures to layman; public/extemporaneous/persuasive speaking. Ability to perform general mathematical functions. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Environmental Demands: Inside work.

Revised 10/97  
Replaces 10/94