

FIRE DEPARTMENT
SANTA CLARA COUNTY

ASSISTANT FIRE CHIEF

DEFINITION

Under the direction of the Fire Chief, the Assistant Fire Chief is responsible for the day-to-day direction of Department divisions - Fire Prevention, Operations, Support Services, Personnel, and Training. The incumbent exercises independent judgment and discretion, manages and directs employees, and formulates administrative policies consistent with the goals and objectives of the Department. The Assistant Fire Chief assumes full command of the Department in the absence of the Fire Chief.

The Assistant Fire Chief is an unclassified, executive management position.

DISTINGUISHING CHARACTERISTICS

The Assistant Fire Chief reports to and executes his/her duties under the direction of the Fire Chief. This class is distinguished from the classification of Fire Chief in that it is a lower administrative classification and functions as second in command in the Department.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

- Direct the administration of several divisions of the Department and supervise division managers.
- In conjunction with division managers, review, research, and analyze Department operations and make recommendations to the Fire Chief.
- May assume command at the scene of major fires, significant catastrophic events, and other related emergencies.
- Review and actively participate in the preparation of the Department's capital and operating budget.
- Confer with the Fire Chief in the development and administration of policies and procedures, rules and regulations, and memorandum of agreement.
- Develop and implement complex and/or highly visible programs, reports, and special projects.
- Review the operation of all divisions to determine the accomplishment of the Department's primary missions and objectives.
- Make recommendations to the Fire Chief regarding personnel, allocation of Department resources, equipment, and funding.
- May act as the Personnel Officer, as designated by the Fire Chief, to make recommendations and/or take action on personnel matters including discipline.

EXAMPLES OF DUTIES (continue)

- Actively participate in the collective bargaining and meet and confer process.
- May serve as the alternate Operational Area Fire Mutual Aid Coordinator.
- May act as a liaison with officials in fire, law enforcement, neighboring city and county jurisdictions, and state and federal agencies.
- Attend training sessions and conferences congruent with the effective application of the responsibilities of the position.
- Represent the Department in inter-agency committees and in other cooperative programs on behalf of the Fire Chief.
- Assumes overall command of Department operations in the absence of the Fire Chief.

EMPLOYMENT STANDARDS

Education and Experience: Equivalent to possession of a bachelor of science degree from an accredited college or university with significant course work in fire science, fire administration, public or business administration, or other related field of study. Eight (8) years of increasingly responsible experience in governmental fire suppression and prevention with a minimum of three (3) years in an administrative or management capacity.

Knowledge Of:

- Fire administration, organization, and operations to effectively manage the overall operation of several divisions of the Department and assume overall responsibility, when necessary.
- Principles, practices, and procedures of modern fire suppression, prevention, investigation, and emergency medical services.
- Principles and practices of personnel supervision and training.
- Principles of program planning and implementation.
- Department policies, regulations, and operational procedures.
- Applicable local, state, and federal laws and regulations to ensure consistency with legal mandates.
- Local geography, location of water mains and hydrants, and major fire and traffic hazards to effectively command personnel at the scene of a fire or other emergency operation.
- California Fire Service and Rescue Emergency Mutual Aid System.

Ability To:

- Effectively administer all Department operations and assume full command in the absence of the Fire Chief.
- Manage personnel, as it pertains to discipline and performance standards.
- Plan, organize, coordinate, supervise, and evaluate the work activities and performance of subordinates.
- Effectively use a wide range of leadership skills.
- Analyze situations correctly; formulate and implement an effective course of action.
- Analyze and evaluate legislations that impact the Department and make appropriate recommendations to the Fire Chief.
- Accurately interpret and explain Department policies, regulations, and relevant laws.
- Communicate effectively in writing and verbally.
- Establish and maintain effective working relationships with staff, representatives of fire departments and districts, public officials, community groups, organizations, and the general public.
- Work irregular or protracted hours and respond promptly to emergencies.
- Meet and maintain physical standards sufficient to discharge the duties and responsibilities of the position.

Required License: Possession of a valid, appropriate state of California driver license.