

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, Training, and Administration and Planning. 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 classification is a Fair Labor Standards Act exempt, at-will, executive management position in the Unclassified Service.

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.

EXAMPLES OF DUTIES (continued)

- May act as the Personnel Officer, as designated by the Fire Chief, to make recommendations and/or take action on personnel matters including discipline.
- 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: Possession of a bachelor's 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. The candidate must qualify as a local firefighter, and have at minimum eight years of public agency experience in fire suppression and prevention with a minimum of three years in an administrative or management capacity.

Knowledge Of:

- Modern principles, practices, and techniques of fire administration, organization, and operation to effectively manage the overall operation of several divisions of the Department and assume overall responsibility, when necessary.
- Modern methods and equipment used in fire suppression, prevention, investigation, and emergency medical services.
- Principles and practices of public administration, including program planning and implementation, personnel, employee relations, and training.
- Department policies, regulations, and operational procedures.
- Applicable local, state, and federal laws and regulations.
- 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.
- Effectively manage personnel, including the maintenance of discipline and performance standards.
- Effectively use a wide range of leadership skills.
- Analyze situations, formulate and evaluate possible solutions, and make a recommendation on or implement an effective course of action.
- Accurately interpret and explain Department policies, regulations, and relevant laws.
- Communicate effectively in writing and verbally.
- Develop effective working relationships with those contacted in the course of work.
- Establish and maintain effective public relations.
- Work irregular or protracted hours and respond promptly to emergencies.
- Perform occasional heavy and hazardous physical labor and work in hazardous environments.
- Meet and maintain physical standards.

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