

FIRE DEPARTMENT SANTA CLARA COUNTY

FIRE CHIEF

DEFINITION

The Fire Chief is the Chief Executive Officer of the Santa Clara County Central Fire Protection District, also known as the Santa Clara County Fire Department. The Fire Chief is responsible for the overall direction of the Department, the management, planning, organizing, and overseeing all fire suppression, prevention, investigation, emergency medical services, and administrative support functions of the Department to ensure the effective and efficient delivery of such services to the communities served.

The Fire Chief is an unclassified, executive management position. The Santa Clara County Board of Supervisors sitting as the Santa Clara County Fire Department Board of Directors governs the Department. Santa Clara County Fire Department is not a County agency, but a dependent special district. This position is pivotal in promoting and coordinating local government fire resources.

DISTINGUISHING CHARACTERISTICS

The Fire Chief reports to the Board of Directors or their designee, and is overall the highest single-level classification in the Department. This classification is distinguished from the lower administrative classification of Assistant Fire Chief in that the latter acts as the second in command in the Department.

EXAMPLES OF DUTIES

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

- Assume full administrative responsibility for all operations conducted by the Department, and function within the fiscal and operational guidelines established by the Board of Directors.
- Plan, organize, and direct the activities of Department personnel and allocate department resources in the prevention and extinguishment of fires to save lives and property.
- May assume command of operations in the suppression of major fires, significant catastrophic events, and other related emergencies.
- Administer all personnel and labor relation programs of the Department.
- May function as the Santa Clara County Operational Area Fire Mutual Aid Coordinator in conjunction with other municipal authorities during catastrophic events.
- Represent the Department in appropriate inter-agency committees and cooperative programs such as mutual aid, training, and recruitment.
- Liaison with appropriate officials in the city and county jurisdiction, neighboring jurisdictions, and state and federal agencies.

EXAMPLES OF DUTIES (continued)

- Establish, execute, and administer Department policies and procedures, rules and regulations, and the memorandum of agreement.
- Prepare and administer the Department budget.

EMPLOYMENT STANDARDS

Education and Experience: Equivalent to possession of a bachelor of science degree from an accredited college or university with significant coursework in fire science, public or business administration, or other related field of study. Possession of a master's degree, National Fire Academy Executive Fire Officer (EFO) certification or Commission on Professional Credentialing Chief Fire Officer (CFO) certification is desirable, and ten years of increasingly responsible experience in governmental 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 department administration, organization, and operation.
- Modern methods and equipment used in fire suppression, prevention, investigation, and emergency medical services.
- Principles and practices of public administration, including personnel, employee relations, and budgetary control.
- Applicable local, state, and federal laws and regulations.
- California Fire Service and Rescue Emergency Mutual Aid System.

Ability To:

- Plan, organize, and direct an effective and comprehensive fire service program including suppression, prevention, investigation, emergency medical services and maintenance functions.
- Effectively manage personnel, including the maintenance of discipline and performance standards.
- 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 directly to emergencies.
- Perform occasional heavy and hazardous physical labor.
- Meet and maintain physical standards.

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