

Fire Administrator/Chief – City of New Carlisle, Ohio (Population 5735)

The Fire Division provides both fire and emergency medical services to the City of New Carlisle and Elizabeth Township in Miami County. The division responds to approximately 1200 requests for Fire & EMS annually.

The City of New Carlisle Fire Division has 2 stations with in-house duty crews manned 24/7. The well trained, part-time staff includes approximately 60 Firefighters, Emergency Medical Technicians, Paramedics, Assistant Chiefs and Fire Administrator/Chief. The division has an annual budget of approximately one million dollars.

The successful candidate will provide effective leadership for a highly trained staff and must project a positive attitude throughout the community. In addition desired candidates will have: 1) five years of responsible command and supervisory experience with a Local, State and/or Federal Fire Agency, 2) valid Ohio Driver's License, 3) valid Ohio Firefighter Certification, and 4) valid Ohio Emergency Medical Technician Certification. A job description is available for review at the New Carlisle City Offices. Hiring process for the position of Fire Administrator/Chief will include: 1) a thorough background investigation and 2) oral interview.

Send a Cover Letter and Resume to the City of New Carlisle, Fire Division
Attention: Kimberly Jones, City Manager, 331 South Church Street, New Carlisle,
Ohio 45344. All documents must be received by 4 PM on September 23, 2010.

EOE

FIRE ADMINISTRATOR

GENERAL SUMMARY

To plan, direct and review the activities and operations of the Fire Division. To coordinate assigned activities with the City Manager/Safety Director, and other City Divisions and outside agencies, and to provide highly responsible and complex administrative support to the City Manager/Safety Director.

SUPERVISION

General supervision is provided by the City Manager/Safety Director.

SUPERVISORY RESPONSIBILITIES

Supervises two or more employees, including organizing, planning, and controlling the work of assigned employees and participating in the disciplinary process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adheres to assigned work schedule as outlined in city and Division attendance policies and procedures.
- Provide timely, accurate and thorough Performance Reviews for supervised employees.
- Plans and implements Fire Division goals and objectives and develops and administers policies and procedures.
- Coordinates Fire Division programs, services, and administrative matters with the City Manager/Safety Director, including attending meetings with administrative staff and keeping the City Manager/Safety Director informed of key needs, issues and support requirements.
- Attends City Council meetings, public hearings and related proceedings to represent the Fire Division.
- Assumes management responsibility for all Fire Division services and activities, including fire training, prevention, emergency medical services and suppression.
- Directs, oversees and participates in the development of the Fire Division's goals, objectives, work plan and budget.
- Delegates work assignments, projects and programs; monitors work flow; and reviews and evaluates work products, methods and procedures.
- Initiates internal investigations when appropriate and directs corrective action as needed.
- Works with outside agencies and other Divisions to explain and justify Fire Division programs, policies and activities and to negotiate and resolve sensitive issues.
- Attends civic, professional, service and community group meetings at schools, churches and other places of public gathering to explain the activities and functions of the Fire Division and to establish favorable public relations.

OTHER DUTIES AND RESPONSIBILITIES

- Develops policy regarding interactions with media representatives.
- Works with a variety of organizations, including attending and participating in professional groups, as deemed necessary.
- Remains abreast of new trends and innovations in fire science, emergency management and emergency medical fields.
- Performs other duties as assigned.

MINIMUM JOB REQUIREMENTS

EXPERIENCE

Five years command and supervisory experience with a Local, State and/or Federal Fire Agency.

LICENSES AND CERTIFICATES

- Possession of a valid Ohio driver's license.
- Minimum 36-hour firefighter certification
- Minimum Ohio EMT-B Certification

COMPETENCIES:

Performance will be evaluated based on ten competencies.

- Job Skills/knowledge/Ability
- Initiative
- Teamwork
- Customer Service
- Flexibility
- Interpersonal Skills/Diversity
- Attendance/Punctuality/Dependability
- Leadership
- Communications
- Information and Resources Management.

KNOWLEDGE, SKILLS AND ABILITIES

- **Knowledge of:**
 - Policies and procedures of the New Carlisle Fire Division and City of New Carlisle City Ordinances, as they apply to the Fire Division.
 - Principles of employee coaching, supervision and training.
 - Operation, maintenance and uses of modern fire fighting apparatus and equipment.
 - Approved procedures and policies for hazardous or toxic materials storage, transport, handling and clean-up.
 - Operational characteristics, services and activities of comprehensive fire suppression and prevention programs and emergency medical services.
 - Pertinent federal, state and local laws, codes and regulations.
 - National Incident Management System (NIMS)
 - Modern office procedures, methods and equipment including computers and related software and equipment.
 - Community demographics.
 - The geography of the City and surrounding area.
 - Organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
 - Safe work practices and procedures.
 - Advanced principles and practices of budget preparation and administration.

- **Skill in:**
 - Compiling relevant data and preparing budget documents.
 - Negotiating and resolving difficult or sensitive complaints or concerns from Divisional personnel or external sources.

- **Ability to:**
 - Work under stress and use good judgment in emergency situations.
 - Tactfully respond to requests and inquiries from the general public.
 - Identify and respond to issues, concerns and needs of the public.
 - Develop, implement and administer goals, objectives and procedures for providing effective and efficient fire prevention, fire suppression and emergency medical services.
 - Implement the National Incident Management System and to serve in command, command staff, and general staff positions within the NIMS.
 - Work with the City Manager and City Finance Director to prepare and administer fire division budget.
 - Research, analyze and evaluate new service delivery methods, procedures and techniques.
 - Analyze problems, identify alternate solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Prepare clear and concise reports.
 - Plan, organize, direct and coordinate the work of supervisory and technical personnel; delegate authority and responsibility.
 - Select, supervise, train and evaluate staff.
 - Provide professional leadership and direction for the Fire Division.
 - Establish and maintain cooperative working relationships with those contacted in the course of work including City and other government officials, community groups, the general public and media representatives.
 - Interpret and apply federal, state and local policies, procedures, laws and regulations.
 - Communicate clearly and concisely, both orally and in writing.

DISCLAIMERS

The job description is:

- 1) intended to describe the general nature and level of work being performed by employees assigned to this job title. It is not intended to be construed as an exhaustive list of all responsibilities, duties, skills and behaviors of employees in this job.

- 2) not an employment agreement or contract. The City of New Carlisle has the exclusive right to alter this job description at any time without notice.

- 3) intended to describe the essential functions of the position that a qualified individual must be able to perform, either with or without reasonable accommodation.

- 4) City of New Carlisle is an Equal Opportunity Employer