

## Ozark Fire Protection District Personnel Policies and Regulations

	<b>APPENDIX NUMBER:</b>	V	<b>APPROVED BY BOARD:</b>	July 9, 2010
	<b>CHAPTER TITLE:</b>	Fire Chief: Job Description		
	<b>NUMBER OF PAGES:</b>	3	<b>AMMENDED:</b>	January 21, 2020
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**TITLE OF POSITION:** Fire Chief

**SUPERVISOR'S TITLE:** Ozark Fire Protection District Board of Directors.

**NATURE OF POSITION:** The Fire Chief is responsible for the overall leadership, management, continuity of operations for the Ozark Fire Protection District. The Fire Chief serves the citizens of the District, its employees and ultimately the Board of Directors to perform critical life safety functions.

**DUTIES:** The Fire Chief shall have such powers and duties assigned or delegated by the Board of Directors and Missouri State Law. Employee will devote their entire time, attention, skill, and energy exclusively to the business of the Ozark Fire Protection District and will use his or her best efforts to promotion safety within the District. The Fire Chief shall diligently and professionally carry out all duties and shall report directly to the Board and the adopted policies of the Board. The Fire Chief's duties shall include conventional leadership, management, and administration of activities, including, without limitation, the following:

- District Board of Directors Communication and Involvement
- Financial Management and Planning
- Department Management and Strategic Planning
- Leadership
- Employee Supervision and Management
- Public Relations

**BACKGROUND REQUIREMENTS:**

**Education:** An undergraduate degree is required. Acceptance, enrollment, or completion of the Executive Fire Officer Program at the National Fire Academy is preferred.

**Knowledge, Skills, and Abilities:** Must have excellent working knowledge of fire districts and how to deliver a wide array of quality services to a diverse and complex community. Must have knowledge of financial practices and budgeting, along with all aspects of fire service management and leadership.

Excellent writing, public speaking, communications, and organizational skills are required. Must be well organized, attentive to detail, resourceful, excellent listener, tactful, time efficient, and capable of adhering to the tight schedules. Must be able to coordinate, delegate and plan with other department leaders in an effective way. Must have the ability to motivate others and lead a diverse workforce. Must be highly responsive to the needs of citizens and the district's elected Board of Directors. Must possess administrative and leadership qualities, negotiating and influencing abilities as well as the ability to recruit, train, develop, direct and lead firefighters. Must be able to manage resources in a financially prudent manner. Must be able to take direction and criticism. Must be technologically competent and committed to lifelong learning. Must be a critical thinker with good problem solving and decision-making abilities.

**Relevant Experience:** Fifteen year's work experience with at least 5 years in a leadership role in a fire department of similar or greater size and complexity of the Ozark Fire Protection. Experience

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as a fire chief or chief officer in a fire protection district is preferred. Strategic planning experience, especially in an accredited organization and a track record for building a results-oriented organization with the ability to implement objectives effectively and within budget and complete goals in a timely manner. A proven record as a team builder as well as a leader who can work effectively with neighboring jurisdictions.

**SUPERVISION REQUIRED:** This position requires no direct supervision. General overall guidance and policy strategy is provided by the Ozark Fire Protection District Board of Directors. The Fire Chief is the head of the District and thus must be able to make quality decisions about all aspects of the organization, staff, and operations of the District. The Fire Chief must be able to implement the policies and strategic direction of the Board of Directors.

**SUPERVISORY RESPONSIBILITIES:** This position is responsible for the overall operation of the District, including all sworn and civilian staff. The Fire Chief must be able to recruit, hire, promote and retain a diversified workforce, and be able to terminate personnel within the department as appropriate/necessary.

**POSITION RELATIONSHIPS:**

**Department Members:** The position is expected to be a “hands-on” leader for the District. He/she must manage and cultivate a dedicated and well-trained workforce. The Fire Chief is expected to be responsive and accessible. The position shall deal proactively with the bargaining unit and seek to provide a positive role model to other chief and company officers with the department.

**Governing Structure:** The position reports directly to the Ozark Fire Protection District Board of Directors. The Fire Chief will be responsive and communicative with the board, balancing his/her duty to lead with the responsibility to know and authorize certain decisions and processes. Regular communication and trust are a necessary ingredient when dealing with the governing body of the district.

**Allied Government:** Works with multiple local departments and other state agencies. These contacts can be either very limited in nature or complex depending on the issue at hand.

**Public:** Routine public presentations representing the district on a wide array of topics. There is regular interaction with the public responding to inquiries, or individuals who seek out counsel of the Fire Chief.

**POSITION RESPONSIBILITIES:**

**Policy Formulation:** Participates and approves the policy and procedures relating to personnel, operations, and department for the department and its firefighters.

**Planning and Organizing:** Plans own work. Approves the development of the process and formulation of the department’s strategic plan and standard of cover. Works extensively with the Board in developing plans and approaches to meet the needs of the district and its citizens.

**Decision Authority:** Has the full authority to commit the district to contracts and agreements in line with Board-adopted policies or action. Makes the final decision on all personnel matters with staff.

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Makes budget decisions in line with the annually adopted budget. Keeps the Treasurer and the Board informed on key financial issues as appropriate.

**Budgetary Responsibilities:** Develops the budget in cooperation with the Board of Directors and Treasurer. Monitors and adjusts the adopted budget to assure that the budget is balanced, and established goals are met.

**Other Key Requirements:** The position requires situational awareness and a willingness to stay “in tune” with the emergency incidents occurring in the district. Because of the local situational awareness, the Fire Chief must live within the district within one (1) year of employment.

**OTHER RELEVANT REMARKS:** This position requires leadership, maturity, tact, patience, resiliency, stamina, and the ability to collaborate and arbitrate. The employee must be politically astute and must be able to acknowledge when mistakes are made and learn from them.

**PERSONAL CHARACTERISTICS:**

- A record of complete integrity, honesty, and strong personal character.
- Strong initiative.
- Committed to diversity.
- Diplomacy to reach common ground and build alliances with Local 152 without compromising the District’s interests.
- Ability to work and communicate effectively with a diversity of individuals and groups.
- Ability to work in an action/results-oriented, decision-making environment.
- A reputation for being energetic, intelligent, hard-working, enthusiastic, willingness to offer opinions and judgements.
- Comfort in a changing environment as well as being an agent for change.
- Strong emotional intelligence.

**PERFORMANCE EVALUATION:** The Fire Chief will be evaluated annually, during the month of November, at a special meeting of the Board of Director’s. The evaluation will be based on criteria set out in the job description.