

**CITY OF GLENDALE**

**TITLE: Assistant Fire Chief CLASS CODE: 697**  
**REPORTS TO: Fire Chief GRADE: 39**  
**DEPARTMENT: Fire FLSA: E**

**JOB SPECIFICATION DATE: September 1, 2008 cm**

**JOB SUMMARY**

Performs administrative and managerial work planning and directing the activities and operations of large divisions within the Fire Department.

**ESSENTIAL FUNCTIONS**

1. Plans, organizes, directs and supervises the administration and management of major divisions of the Fire Department.
2. Plans, develops, and implements goals, objectives, policies and procedures for assigned divisions and the Department.
3. Coordinates divisional areas within the department; reviews division activities to identify problem areas; directs and participates in planning of division activities.
4. Prepares and maintains records and statistical reports on division activities and incidents.
5. Develops, administers and monitors divisional budgets.
6. Acts as Civil Defense Coordinator for the City; updates and maintains the Civil Defense Plan.
7. Prepares or directs the preparation of bid documents or Council communications for major purchases; serves as project manager for new department facilities.
8. Analyzes response time data from Fire Dispatch; analyzes data to evaluate service effectiveness; prepares recommendations and reports for department, City management and City Council.
9. Responds to all major incidents; takes command or assists the shift commander on scene.
10. Provides direction for the hiring and promotion processes of employees.
11. Directs the investigation of citizen complaints; prepares recommendations or disciplinary Actions.
12. Attends meetings and workshops representing the fire department.
13. Makes public appearances and speaks on fire safety and fire department operations.
14. Acts as fire chief in the absence of the chief.

**SECONDARY FUNCTIONS**

15. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

Fire command and municipal Fire Department administration  
Principles, practices, and procedures of modern fire fighting  
Principles and practices of public administration and personnel management  
Principles of employee supervision, training and performance evaluation  
Use, operation and maintenance of fire equipment and apparatus used in fire fighting  
Federal, State and local laws, codes, regulations and standards governing the delivery of Fire Department services  
Disaster Preparedness and major emergency incident command and operation  
Budget planning, development and monitoring practices

**Ability to:**

Assume command-level responsibilities; make life and safety decisions

Plan, coordinate, direct and evaluate the functions and activities of large divisions within the Fire Department

Supervise, train, and develop employees effectively

Prepare, administer and monitor a budget

Perform research, analyze findings, prepare and present reports and recommendations on Fire Department issues

Establish and maintain effective working relationships with City Staff and the general public

Communicate effectively verbally and in writing

**WORKING CONDITIONS**

Office setting. May respond to major incidents and take command.

**MINIMUM REQUIREMENTS**

Bachelor's Degree in Fire Science, Management, Public or Business Administration and eight years of fire department experience including two years as a Battalion Chief.

Any equivalent combination of experience and training that provides the required knowledge, skills and abilities is qualifying.

**SPECIAL REQUIREMENTS**

Valid Arizona driver's license

Employee is subject to call at all times