

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

DEPUTY FIRE CHIEF

DEFINITION

Under direction of the Fire Chief, may supervise any or all of the sworn and non-sworn professional, administrative, technical and support personnel within the Operations, Support or Administrative Bureaus of the Department as assigned. Manages a wide range of administrative assignments including planning, organizing and directing programs toward accomplishing established goals and objectives. Assists in supervising and coordinating various functions, including assuming command when necessary at emergencies, including acting Chief in the Fire Chief's absence when assigned.

EXAMPLES OF DUTIES

Depending upon assignment, duties may include preparing and administering the operating and capital projects budgets. Controlling budget expenditures, assisting in the development of policies and procedures, and handling a variety of personnel issues and assuring consistent application of policies and procedures. Researches and evaluates modern fire protection practices. Completes and reviews employee performance evaluations and takes appropriate action. Represents the City and Fire Agencies through professional interactions with the public, community groups, and professional organizations. Prepares directives, completes a variety of technical and departmental reports and projects. Communicates in a clear, effective and concise way both orally and in writing. Performs other duties as assignment or required.

MINIMUM QUALIFICATIONS

Knowledge of: Principles, practices, laws, rules, regulations, ordinances, codes, methods, and techniques of modern fire suppression, training, administration and prevention activities, including budgeting, administration, and personnel management. Fire service supervisory and management procedures and techniques for controlling, preventing and reducing fire losses.

Ability to: Understand and demonstrate a variety of management skills. Analyze statistics and prepare comprehensive reports; assist in planning and coordinating work; administer and effectuate departmental policy; interpret and apply Federal, State and local policies, procedures, laws and regulations, read and interpret technical material in the fire field; plan, lay out, supervise and coordinate the work of a large number of subordinates performing varied operations connected with Fire Service activities; communicate clearly

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and concisely, both orally and in writing; make effective public presentations; formulate and administer sound departmental policy; command respect of all subordinates and maintain discipline; establish and maintain effective working relationships with City officials, State and local authorities, other emergency service agencies and the general public. Be flexible and adaptive to change in the workplace and initiate change to accomplish modern fire service practices. Handle complex assignments and perform other duties as required. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Bachelor of Arts or Science degree from a four-year college or university with major course work in one or a combination of the following: fire science, psychology, public administration (including management and labor relations) or a closely related field.

Experience: Two years as a Battalion Chief, Training Officer, Fire Marshal or higher rank or 5 years as a Fire Captain.

License: Minimum requirement shall be possession of a valid Class C or Firefighter Restricted B California Driver's License.

Certification: A Master Instructor's Certificate, a Fire Prevention Officer III Certificate, and/or California Chief Officer Certificate is desirable.

R: 02/2007