

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB076 Fire Administrative District Chief
<b>POSITION #/TITLE:</b> 0173, 0394, 0571 Fire Administrative District Chief	<b>Adopted:</b> 07-97
	<b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept:</b> Fire	<b>Manager Level:</b> Program Administrator
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 17
<b>Reports To Position #/Job Code #/JC Title:</b> 0396/NB019/Assistant Fire Chief	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Very Heavy	<b>Work Environment:</b> Uncontrolled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Prescribed by Civil Service (sworn position); Medical physical, physical function testing, respiratory medical physical, respirator fit testing.
<b>Personal Protective Equipment:</b> Eye, Face, Hand, Head, Reflective Vest, Foot, Hearing, Respirator, Protective Clothing, Fall Protection, Shoring in Emergencies	

<b>General Statement of Duties</b>
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Manages and evaluates the operation of Fire Department administrative, support and public outreach programs and activities; EMS programs; Shift Operations; Training; Special Operations and Hazardous Materials; USAR, Safety and all other related programs as assigned by the Chief or Assistant Chief.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over the work of administrative, public outreach and support staff. The Administrative District Chief classification is responsible for an assigned management function of the Department and special projects as assigned by the Chief. The individual in this classification may be assigned to any tactical, logistical, public outreach, program or special assignment and be required to fulfill the management responsibilities of that administrative district. These responsibilities may include EMS, Training or Operations supervision and management.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans, develops, supervises and evaluates the administrative and program processes, procedures and functions for fire department operational programs and activities;  
Participates with the Fire Chief and Assistant Chief of Operations in hiring decisions;  
Plans, assigns, schedules, motivates, counsels, and evaluates the work of fire department communications and administrative staff;  
Develops and administers policies and procedures for work activities, projects, plans and programs;  
Plans, prepares and monitors budgetary activities for the fire department Operations, Administrative and public education activities;  
Serves as risk manager for all department operations;  
Develops and manages technical and educational material development and dissemination;  
Plans, develops, manages and monitors the development and implementation of administrative project standards;

Reviews and analyzes methods, policies, procedures and performance to implement or recommend implementation of administrative improvement systems;

Serves as liaison to internal and external customers and responds to requests and inquiries concerning programs, policies, procedures, time lines, data generation, analysis and services;

Manages the development of purchasing specifications and requests for proposals for the purchase of operational and administrative materials and services;

Reviews, analyzes and manages administrative program data and maintains records for administrative and public education programs;

Serves on the Fire Department management team and recommends administrative, educational and planning projects;

Manages preparation of program budgets and monitors operating expenses for administrative, special and public education programs;

Manages the department safety program as it applies to employee evaluations, doctors appointments and scheduling;

Responsible for the safety of department employees on all emergency and non-emergency activities and calls;

Manages shift personnel as assigned to squads and letter days;

Responsible for the daily activities of assigned shift personnel regarding class attendance, station maintenance and apparatus care;

Responds directly to the public in a professional manner at all times as prescribed in department guidelines including both emergency and non-emergency calls;

Provides a positive environment for their subordinates and co-workers, other City employees, their supervisors and the general public at large at all times;

Conducts timely performance reviews and monitors performance and staffing needs;

Attends meetings, conferences and workshops as directed;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

<b>Required Knowledge and Abilities</b>
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Comprehensive knowledge of the principles and practices of Fire Department administrative management principles and practices, including strategic planning, budgeting and personnel administration;

Comprehensive knowledge of safety regulations, protocols, principles, practices and procedures for fire suppression and other operational activities;

Comprehensive knowledge of public education and public relations principles, practices and techniques;

Comprehensive knowledge of current applicable federal, state and local laws, rules and regulations for emergency response and hazardous materials management, fire protection safety and building standards, and emergency communications;

Ability to plan, organize and manage administrative and special projects;

Ability to read and interpret blueprints, technical specifications and contracts;

Ability to train, assign, motivate, supervise and evaluate the work of others;

Ability to communicate effectively and maintain working relationships with other City employees, supervisory personnel, state and local elected officials, other emergency responders, out source vendors under contract, consultants and the public both orally and in writing, using both technical and non-technical language;

Ability to prepare accurate and reliable reports containing findings, conclusions, recommendations for a variety of reports containing administrative plans, operational proposals, budgeting and funding specifications, training plans, education and public relations concepts and processes;

Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;

Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;

Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
Ingenuity and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

Prescribed by the Civil Service Commission.

**Required Special Qualifications**

Valid Iowa Driver's License;  
Residency Requirements.

**Essential Physical Abilities**

Requires the following with or without reasonable accommodation:  
Sufficient clarity of speech and hearing which permits the employee to communicate effectively;  
Sufficient vision which permits the employee to develop a wide variety of fire-related administrative and educational materials and review a variety of written materials;  
Sufficient manual dexterity which permits the employee to operate a vehicle and computerized equipment;  
Sufficient personal mobility which permits the employee to conduct fire safety inspections and present educational and public relations programs.