

**CHIEF OF ADMINISTRATION**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative position in the fire department service. The primary duties and responsibilities include managing the Administrative Division which is comprised of positions in the following classes: Chief of Fire Prevention, Fire Prevention Officer, Fire Training and Safety Officer, Fire Public Information Officer, Fire Communications Officer, Special Services Officer and Fire Records Clerk. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as human resources administration, planning and research, maintaining records and reports, preparing department budget, and maintaining supplies and equipment. The employee of this class has the authority to work independently in most areas, and performs duties with only general instructions. The incumbent of this class reports to and has work reviewed by the Fire Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the Administrative Division of the fire department. Sets goals and objectives for the Administrative Division. Recommends management policies, goals, and objectives for consideration by the Fire Chief. Participates in the research and planning for programs and activities of the department. Plans and organizes departmental operations having to do with human resources. Participates in developing a personnel recruitment and selection program, maintains promotional eligibility lists and recommends promotions, interviews prospective employees, and makes recommendations for hiring in accordance with civil service law. Holds meetings with fire department personnel for the purpose of receiving reports and disseminating information. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Keeps informed on modern fire fighting methods and administrative practices. Studies new laws, regulations, ordinances, and court rulings relating to fire department operations. Recommends changes in department operations that will help the city to obtain favorable ISO ratings. Evaluates the effectiveness of the various divisions following inspections and takes appropriate action to correct or improve problem areas. Develops a training program for the department and sees that such program is properly staffed and supplied with training resources.

Supervises positions comprising of fire service support classifications in the Administrative Division by assigning work or duty areas, assigning work schedules, and approving leave. Oversees and evaluates the work performance of subordinates, reviews reports written by subordinates, writes evaluation reports and discusses work performance with subordinates. Provides assistance to subordinates in technical areas of work. Recommends disciplinary action against subordinates. Counsels subordinates who are experiencing work problems and resolves employee grievances.

Provides for the maintenance of all department records such as personnel records, records of activity, and any others which may be required. Makes decisions concerning what information should be included in all records of the department and determines in what form this information should be kept. Reviews records completed by subordinates and inspects systems and facilities for maintaining records. Compiles and organizes data needed for reports. Personally completes any forms and records required.

Assists in the preparation of the departmental operating budget by gathering information and compiling and organizing data to be used in preparing the department budget. Authorizes expenditure for funds, making sure that such expenditures are in accordance with the budget. Purchases equipment and supplies, keeping such purchases within the established budget. Writes specifications for new fire department equipment, prepares specifications for public bids, and oversees the bidding process. Meets with sales representatives and makes recommendations on major purchases for the department. Distributes supplies and equipment to department personnel as required. Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents.

Writes requests for grants or other special funds to aid in the operation of the fire service. Administers grant-funded projects, managing funds given by the granting organization, completing any reports required, and assuring that conditions specified in the grant are met.

Reviews correspondence addressed to the fire department and decides what type of actions should be taken in reply. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Receives complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and processes the complaint following departmental procedures. Writes reports, letters or newspaper articles to address needs of the fire department, or convey an official department position.

Performs related duties as assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and must possess a valid driver's license.

After offer of employment, but before beginning work in this class, must pass a medical examination, a drug screen, a psychological evaluation, a fitness evaluation, a criminal records review, and a drivers license check, prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Mut have obtained certifications as Fire Officer I, Fire Officer II and Fire Officer III, according to National Fire Protection Association (NFPA) Standards.

Must have current Louisiana State Certification and be Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher.

Must maintain current Louisiana State Certification and remain Nationally Registered as an Emergency Medical Technician (EMT) Basic or higher while working in the class of Chief of Administration.

Must have an associate's degree in fire science, a related fire management curriculum or a bachelor's degree in business or public administration curriculum and at least fifteen (15) years of experience as a full-time member of a paid fire service organization, with at least five (5) years of which must have been in positions which included administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

Must have a minimum of five (5) years of experience in the electronic computer or communications equipment related field with a working knowledge in data and telecommunications systems, including installing and maintaining Local Area Network.

Must be a regular and permanent employee in one of the following classes: Assistant Fire Chief, District Fire Chief, Chief of Fire Prevention, Fire Prevention Officer, Fire Training and Safety Officer, Fire Public Information Officer, Special Services Officer, Fire Communications Officer, or Fire Records Clerk immediately preceding closing date for application to the board. (Should the board be unable to establish a list of eligibles with the current qualification requirements, the board shall waive with requirement in its entirety which will cause the examination to be administered on a competitive basis).

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