

CHIEF OF ADMINISTRATION

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a highly responsible administrative and supervisory position in the fire service. The primary duties and responsibilities include the oversight and management of all departmental operations within the line support divisions of the department, including the Administrative, Maintenance, Prevention, Training and Communications. The Chief of Administration assists the Fire Chief in the organization and management of the fire department in areas such as personnel management, administration, planning, research and finance. The employee of this class also performs public relations duties. The Chief of Administration works with a high degree of independence, 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, Maintenance, Prevention, Training and Communications Divisions of the fire department. Recommends departmental management policies, goals, and objectives for consideration by the Fire Chief, and implements such, as directed. Assists in determining how the department should be organized, working with the Fire Chief to plan and organize departmental operations having to do with personnel, information, inspecting personnel and delegating authority to division supervisors. Conducts inspections of assigned divisions of the department, observing operations and evaluating the effectiveness of the various divisions following inspections. Takes appropriate action to correct or improve problem areas.

Keeps informed on modern administrative and firefighting practices. Studies new or proposed legislation, regulations, ordinances, and court rulings relating to fire department operations.

Researches the implications of such legislation and assists the Fire Chief in formulating position statements to be used by the fire department or the parish. Recommends changes in department operations that will help the district to obtain favorable ISO/PIAL ratings. Identifies the most important fire problems in the jurisdiction in order to provide focus for the fire prevention and education efforts. Monitors and evaluates local conditions which may develop into fire or safety hazards.

Coordinates the work of the department with related federal, state and local agencies, releasing information and giving assistance when needed.

Supervises positions in the Administrative, Maintenance, Prevention, Training and Communications Divisions of the fire department by assigning work schedules, and approving leave. Provides assistance to subordinates in technical areas of work. Oversees and evaluates work performance, discusses work performance with division subordinates and writes evaluation reports.

Promotes peace and harmony within the department by maintaining discipline, counseling subordinates, meeting with employee groups to resolve grievances or by taking any other action deemed necessary. Investigates complaints against department personnel and formulates a reply to the complaint or a recommendation for action to be taken.

Participates in developing a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Assists the Fire Chief in maintaining promotional eligibility lists and makes recommendations for temporary or permanent appointments in accordance with civil service law.

Oversees the development of the training program for the department and sees that such program is properly staffed and supplied with training resources. Ensures regular employee training at all levels within the department by evaluating training needs and ensuring that department or outside training is provided to meet the needs. Personally conducts classroom training in fire inspection, fire investigation, safety, pre-fire planning and supervision when needed.

Oversees the preparation and maintenance of all department records such as personnel records, payroll 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, determines in what form this information should be kept and periodically inspects systems and facilities for maintaining such. Personally completes any forms and records required. Reviews correspondence addressed to the fire department and decides what type of action should be taken in reply. Compiles and organizes data needed for reports; reviews reports completed by subordinates, such as LFRIS reports. Writes letters, reports or newspaper articles to address the needs of the fire department, or convey an official department position.

Oversees the review of building plans and blueprints for new construction to identify potential problems related to fire protection. Supervises the inspection of buildings and the collection of information for pre-fire planning to identify features which may be important in an emergency situation. Assists institutions or companies in developing solutions for fire prevention problems. Monitors the receipt of complaints from the public on hazards or on possible violations of fire codes, records all pertinent information, and ensures the complaint is processed following departmental procedures. Enforces fire prevention codes and recommends additions to or changes in codes, as necessary.

Assists the Fire Chief in managing the accounting, money and assets of the department. Prepares expenditure and revenue estimates. Gathers, compiles and organizes information in order to prepare and submit an operating budget for the entire department. 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. Authorizes expenditure of funds or personally purchases equipment and supplies, making sure that such expenditures are in accordance with the budget.

Oversees the inventory and disbursement of supplies and equipment for the department.

Supervises the general care and maintenance of fire stations, grounds, vehicles, firefighting and fire communications equipment. Directs the testing of equipment to ensure compliance with all applicable federal, state and local standards.

Researches the best methods of handling fire department maintenance tasks, and sees that such jobs are either contracted for or assigned to qualified department personnel. Oversees arrangements for maintenance or repairs of equipment and inspects such afterwards to ensure work was properly accomplished. Investigates all accidents involving department equipment or personnel; determines cause and makes recommendations on procedure to avoid future accidents. Meets with sales representatives to review products and visits surplus depots to survey available supplies or equipment. Prepares specifications for public bids, and oversees the bidding process. Makes recommendations on major purchases for the department.

Works with various boards and agencies whose operation affects the careers of fire department personnel and the work of the fire department, offering assistance or advice when needed. Coordinates special projects related to public relations or the image of the fire department. Acts as department representative to the news media, releasing information and answering questions concerning the work of the fire department. Gives reports, offers advice, makes recommendations, and keeps informed on local trends that may affect the fire service when attending all meetings required by the local governing authority. Informs the public about fire department operations by means of talks or demonstrations and answers questions for the public about the fire department, fire prevention or any related areas of emergency services.

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 of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration

of which shall be authorized 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.

Must possess a valid driver's license.

Must have at least an associate's or bachelor's degree in fire science, fire administration or public administration.

Must also have at least ten (10) years of experience in fire service positions, at least five (5) years of which must have been in positions that include administrative or supervisory responsibilities. Fire service experience must include full-time experience in suppression and rescue. Fire service experience must also include work in at least one of the following areas: fire department operations and management, fire training, fire prevention or fire communications.

Must be certified as a Firefighter I and Firefighter II from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as Haz-mat I and Haz-mat II from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Officer I, Officer II and Officer III from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as a Driver/Operator Pumper and Driver/Operator Aerial from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Instructor I and Instructor II from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Investigator I from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must be certified as an Inspector I and Inspector II from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have class certificate for Vehicle Rescue.

Must have Safety Officer from the Louisiana Firefighter certification program or another agency accredited by the National Board on fire Service Professional Qualifications (NBFSPQ) or the International Fire Service Accreditation Congress (IFSAC).

Must have completed successfully Incident Command System (100, 200, 700, and 800) and Approved Fire Science Degree from an accredited college or university.