

City of Fort Worth, Texas Job Description

Classification Title	Assistant Fire Director		
Job Code:	AD1011	Job Family:	Assistant Department Directors
Pay Grade	305	Date Reviewed:	06/25/15
FLSA Status	Exempt	Date Revised:	05/17/16

GENERAL SUMMARY

Assists in the planning, directing, managing and oversight of the activities and operations of the Fire Department. Coordinates assigned activities with other departments and outside agencies. Provides highly responsible and complex administrative support to the Fire Chief.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in directing and managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area; and oversees the development and implementation of policies and plans related to departmental services and operations.
4. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; and allocates resources accordingly.
5. Creates grant requests; and administers grant program requirements specific to financial and administrative compliance with granting agency and City rules and regulations.
6. Reviews and develops programs and recommendations with respect to the Administrative Services Division of the Fire Department. Reviews all significant

reports, plans, and documents drafted by staff members; and directs the writing of new rules and regulations and/or proposals for new programs or projects.

7. Responds to citizen complaints and follow-ups on issues to ensure responses are communicated and action is taken.
8. Assists in assessing and monitoring workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; and directs and implements changes.
9. Participates in the development and administration of the department's annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and implements adjustments, as needed.
10. Represents the Fire department to other departments, elected officials and outside agencies; negotiates and resolves sensitive and controversial issues.
11. Performs research and creates reports specific to departmental programmatic and administrative operations; analyzes efficiency, compliance with civil service, City of Fort Worth rules and regulations, response times, cost recovery and other issues; and creates or reviews all departmental Mayor and Council Communications and Informal Reports.
12. Participates as part of the City's Collective Bargaining team; performs research and provides information as needed for negotiations; and monitors compliance with financial and administrative Collective Bargaining Agreement terms.
13. Serves on a variety of boards, commissions and committees, as required; and prepares and present staff reports and other necessary correspondence.
14. Performs other related duties as required.
15. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
16. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Principles and practices of program development and administration.
 - Principles and practices of municipal budget preparation and expenditure planning and tracking systems.
 - Principles of supervision, training and performance management.
 - Strategic and business planning process.
 - Grant writing and grants management methodologies.
 - Basic researching practices.
 - Project management methodologies.
 - Capital project funding mechanisms.
 - Pertinent federal, state and local laws, codes and regulations.

- Skill in:
 - Project management.
 - Organization and time management.
 - Strategic and critical thinking.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Manage and direct assigned area or programs.
 - Direct and coordinate the work of subordinate employees.
 - Prepare and administer administering large multi-fund budgets.
 - Prepare clear and concise administrative and financial reports.
 - Create performance metrics from business plan.
 - Ensure compliance with grant mandated rules and regulations.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods and techniques.
 - Interpret and apply federal, state and local policies, laws and regulations.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university in Public Administration, Business Administration or related field and six years of increasingly responsible public administration experience, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work

involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.