CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 16-32 **Post Dates:** 5/18/16 – 6/20/16

CLASSIFICATION TITLE: Fire Chief/Director of Emergency Services

SALARY RANGE: $62,200 - $90,900

TERM OF APPOINTMENT: (x) Regular ( ) Temporary ( ) Part-Time

12-month probation (x)

SUMMARY OF POSITION:
The Fire Chief/Director of Emergency Services is responsible for the Perry Fire and Emergency Services Department's planning, budget request and monitoring, staff training, overall monitoring and evaluation in the areas of fire prevention, fire suppression, emergency medical services coordination, emergency preparedness, special operations and public education. The FC/DES coordinates activities, operations and cooperation with other City departments, outside governmental entities, civic groups and private organizations. The FC/DES serves as the City's Emergency Management Director. Serves at the pleasure of Mayor/Council. Normal supervision of position is the responsibility of City Manager.

EXAMPLES OF DUTIES:
- Develops emergency management plans the ensure preparedness, coordinates City resources, supervises emergency operations, monitors strategic areas of responsibility and receives state and federal funds as appropriate.
- Provide administrative and supervisory responsibilities in accordance with established department policies.
- Direct department operations.
- Develop and coordinate plans for efficient fire prevention.
- Prepare and manage the annual budget.
- Make recommendations to the City Manager regarding long-term needs and improvements.
- Coordinate the budget process with the City Manager.
- Ensure the adequate staffing of the department.
- Interview, hire, and train new employees.
- Coordinate mutual-aid fire protection with surrounding municipalities and service areas.
- Serve as the liaison for the department and City to Houston County Fire and Emergency Management, fire departments, EMS, and organizations in the community.
- Respond and resolve public and staff complaints in a timely, effective and professional manner.
- Attend training programs oriented to position duties.
- Establish, provide and oversee plans for current and future department training and goals.
- Prepare and present necessary reports to the City Manager on issues regarding the operation of the department.
- Monitors activities of entire department. Responsible for daily supervision of department management team.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:
- Extensive experience in firefighting, EMS, including incident command, operational and strategic planning, fiscal financial management, leadership and personnel supervision.
- Excellent written and verbal communications skills in business English.
- Ability to publicly present issues and address media in emotional, confrontational or unplanned situations.
- Associates degree from an accredited college or university with major course work in fire science, emergency management or other related field;

AND

Ten (10) years of career fire service related work to include a minimum of five (5) years of supervisory experience; Bachelor's degree is preferred.

OR

An Equivalent combination of education and experience.

- History of innovative/creative program initiatives.
- Able to work nights, weekends and holidays when necessary.
- Possess or be able to obtain in a reasonable amount of time any state certifications determined by Council to be necessary for position.
- Possession of or ability to obtain valid State of GA driver's license.

THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG FREE WORKPLACE