



### **Job Description**

Title: Administrative Chief  
Reports To: Board of Directors  
FLSA Classification: Exempt

#### **General Statement of Duties**

Manages the Fire District's administrative daily functions. Develops and maintains administrative policy documents and guidelines for the continuing administrative functions of the department. Maintains the management of the department's records and communications, coordinates various administrative staff workloads, assists with the department's budget creation and tracking and purchasing activities. Provides or organizes the services of Fire Marshall for plan review and inspection for the town of Nederland. Provides or organizes the role of fire investigator. As a member of the department's management team coordinates activities with other Town, Regional and State departments, and public. Assists in finding and applying for grant funding for all aspects of the department's activities. Responds to emergency incidents as required. Provides public information via the department's website, email or other communication media regarding public health or emergency situations, both in the district and county. Works cooperatively with the Operations Chief to ensure complete oversight of the organization. Informs the operations chief of relevant administrative functions to ensure business continuity.

#### **Supervision Received**

Reports to the board of directors

#### **Supervision Exercised**

Direct supervision of other administrative staff (bookkeeper & fire administrator)

#### **Essential Duties and Responsibilities**

Sets a positive example in regard to interpersonal behavior, fitness and wellness and personal grooming standards. supports initiatives that promotes a healthy workforce and the philosophy that everyone goes home and retires absent of disability.

Plans, organizes, and directs all activities of the Fire Departments Administrative Division, including budgeting (creation, filing and management of), financial reporting, office automation and information systems, contract management, evaluates subordinate personnel; coordinates disciplinary action of subordinate personnel as necessary.

Oversees and participates in the development and timely filing of the Nederland Fire Protection District budget; participates in the forecasting of necessary funds for staffing, materials, services and supplies; monitors the approved budgets; discusses and resolves budget issues with appropriate staff. Ensures timely filing of the district's annual audit. Identifies alternative funding opportunities and produces plans for the acquisition and spending of funding.

Acts as Clerk of the Board (Fire District), preparing agendas and board packets; takes accurate minutes of meetings; provides administrative/logistical support to board members.

Nederland Fire Protection District, 650 Lower W 4<sup>th</sup> Street, PO Box 155, Nederland, CO 80466  
Ph: 303-258-9161. In an emergency call 911.

Provides or causes the provision of the services of fire prevention including fire safety inspections, building plan review, code enforcement and public education.

Investigates or provides for investigation of the cause, origin, and circumstance of every fire occurring within the jurisdiction by which property is destroyed or damaged and, so far as is possible, determine whether the fire was the result of carelessness or design.

May serve on committees; may represent the Fire Department to other departments, agencies, community groups and/or the general public; participates in meetings, conferences, workshops, trainings, etc., as assigned;

Establishes positive working relationships with representatives of community organizations, State/Local agencies and associations, City management, staff, and the public.

Researches, monitors and provides guidance to the board on statutory and legislative matters that affect the operation of the special district.

Provides timely communications of all relevant departmental and district information to the department and public.

Has spending authority as described in the purchasing policy.

Responds as necessary to major fire, emergency and other rescue scenes and may assume incident command or a role within ICS if necessary. May be required to be on-call and respond to emergency situations at any time.

Operates with such powers as designated by the board of directors of the fire district.

**Qualifications**

At time of hire:

Colorado State Firefighter II (structure)

ICS 100,200,400,700

Colorado State Hazmat Operations

Colorado State EMT/NREMT

Bachelors degree or equivalent experience

10 years fire department management experience

Desired at time of hire or within 2 years:

Colorado state / National Registry Paramedic

Wildland Firefighter I ( Squad Boss and/or ICT Type 5)

Within 1 year of hire:

Blue Card

Fire Officer I

Within 3 years:

Fire Officer II

MBA Degree

Continued employment may be contingent on continuous maintenance of certifications as identified in the job description or annual review process.

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### **Essential Character Traits**

Must be able to manage and motivate people  
Can moderate and deescalate situations  
Be able to isolate personal views from interpersonal disagreements  
Must be able to maintain professional relationships with all staff  
Must be able to communicate ongoing situational plans to all staff

### **Necessary Knowledge, Skills and Abilities**

5 or more years managing personnel in a fire environment in a leadership role  
Excellent verbal and written communication skills  
Familiarity with applicable federal, state and local laws and regulations as they apply to fire services, emergency medical services, building and fire codes, personnel law, safety regulations, National Fire Protection Association standards, local municipal codes and departmental rules, regulations and standard operating procedures.

Requires solid knowledge of the principles, practices, and techniques of modern fire suppression and prevention; fire and medical incident command; delivery of emergency services; emergency communications systems; management information services as they apply to a fire service; and records management and hazardous materials operations.

Requires the ability to perform emergency services tasks in a variety of environmental conditions to include the ability to operate all communications equipment, assigned firefighting apparatus and equipment. Must be able to don protective clothing.

### **Physical Demands**

Sets and example for others by maintain a level of personal fitness – both physical and mental. Ensures that physical fitness and readiness is a high priority.

The majority of this job is office based, however the employee may have to perform activities including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions. Medium work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

### **Work Environment and General Information**

The primary duties of this job are performed in an office environment. The employee will occasionally have to work at emergency scenes and be exposed to outside weather conditions and smoke.

The noise level in the work environment is usually moderate, except during emergency calls when noise levels may be loud.

The duties listed are intended only as illustrations of the various types of work that may be performed and are in no way construed or perceived to be exhaustive. The duties may be modified at any time by the board of directors.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**Reviewed By:**

**Approved By:**

**Revision Date:**